

Student Assistant

– Regulatory Affairs/Medical Literature

Unique opportunity to be part of an award-winning international startup headquartered in Denmark.

ABOUT MEDTRACE

MedTrace A/S is a young life science startup working to improve the diagnostic precision of PET procedures at hospitals. Our main office is based at Scion DTU in Lyngby and our US Office is placed in Boston, MA. Our market focus is USA, Japan and Europe in that order. Currently, we are preparing for a clinical phase III trial within cardiology.

YOUR ROLE

We are looking for a dedicated highly structured student assistant with an interest in medical literature and regulatory affairs. You are able to work 10-15 hours per week and have an excellent work ethic as well as robust documentation and communication skills.

Your main responsibilities will be to support our head of Regulatory Affairs (Chief Operational Officer) in tasks related to searching, reviewing and listing relevant medical literature. Furthermore, the Student Assistant is expected to support MedTrace's COO in ad hoc clinical trials related matters.

Your tasks involve:

- Medical literature searches and database compiling
- Disease prevalence analyses
- Cost analysis assessment (of medical procedures)
- Quality Management System administration and maintenance
- Ad hoc administrative tasks and support

QUALIFICATIONS

For this position, MedTrace is seeking a masters student who:

- Has a background as Healthcare/Medical Technology Engineer student, medical student or similar
- Is interested in learning more about regulatory affairs and clinical trials
- Is fluent in US English, oral and written – international students are encouraged to apply
- Maintain a structured work approach
- Master MS Office, especially MS Excel

Furthermore it is preferable if you:

- Have good knowledge of working with databases
- Have experience with creating graphical materials – knowledge of the Adobe suite is a benefit
- Have had some relevant previous work experience
- Is a self-driven and enthusiastic team player

INTERESTED?

For more information contact COO Rune Wiik Kristensen at +45 31 36 70 80.

Send you application and resume to connect@medtrace.dk. Deadline **March 23, 2018**.