



**Open position!**

# PV Project Manager Assistant

## Job Description

The position will support PV project manager with administrative tasks such as tracking, archiving of company and client's confidential documents, and meeting minutes taking.

## Requirements

- Preferably CZ or SK location (+ occasional home office)
- Suitable for student (pharmacology, medicine, life sciences)
- Active, cheerful, communicative, detailed oriented
- Advanced English
- MS Office proficiency

## About Our Company

iVigee is passionate about building and operating advanced, simple, and beautiful pharmacovigilance systems and pharmacovigilance regulatory intelligence solutions.

Our team is comprised of highly experienced pharmacovigilance experts who previously held leadership and executive positions within the European Medicines Agency, other local NCA's, global pharmaceutical & biotech organizations, and several global PV service providers. Our positive and creative attitude in building better, more efficient solutions is what sets us apart in our industry.

We combine people and technology to be two steps ahead, always. Our flagship knowledge management service „iViReg“ allows our customers to access detailed and verified up-to-date PV Regulatory Intelligence data across the globe at any time.

**If you are interested in our PV Project Manager Assistant position, please send your CV to [info@ivigee.com](mailto:info@ivigee.com) and we will follow up with you shortly.**