The expertise and passion for excellence shared by our people around the world unites us in our mission and drives our success. As one of the leading global biopharmaceutical service provider, PAREXEL has a more than 25 years history of delivering a full range of services and solutions through our offices in 53 countries. In fact, we have helped over 800 top industry clients to develop and launch some of the most important drugs and devices of our time, bringing new treatments and cures to patients in need.

Clinical Logistics Assistant/Student

PAREXEL Berlin is looking for a highly motivated and experienced student for our Clinical Logistics Department.

The Clinical Logistics Assistant/Student performs a variety of activities related to Logistics Services such as document and material management, shipment control, or data management to meet the company's standards of quality, customer service, safety, productivity and confidentiality

Key Accountabilities

- Pick and Pack of Clinical Trial Material
- Preparation of Shipments and required documents; Handover to couriers
- Participation in stock accounting / inventory control activities
- Reception of goods /Quality Check
- Storage of goods
- Data Entering into Warehouse Management System
- Labeling and re-labeling of material
- Assembling of lab kits
- Collects, tracks, checks and archives shipment forms and other shipment-related communications (paper based and/or electronically)
- Identifies and reports inconsistencies concerning shipment documents or conditions

Skills

- Studying business administration, logistics or other related technical background - preferred
- Good oral and written communication skills in German and English
- Good knowledge of relevant software (MS Windows, PowerPoint) with excellent working knowledge of Excel and Word
- Good organization abilities
- Ability to work in a fast-paced environment with a high degree of flexibility in adapting to emerging needs
- Ability to work independently with minimal supervision and function effectively as a team member
- Shows commitment to and performs consistently high quality work

If you are interested in this position within an international environment, please submit your complete application documents (CV preferred as word document) including remuneration details and earliest availability per email to HR-Berlin@parexel.com.

Contact

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