



TECHNOLOGIES & SCIENCES GMBH

Afrikahaus · Große Reichenstraße 27 · 20457 Hamburg
Telefon: 040 - 374803 - 0 · info@polypharma.de · polypharma.de

Job description

Polypharma Technologies & Sciences GmbH

Technical Assistant (m/f/d)

Hamburg, permanent, part-time or full-time

Please include your salary expectations in your application

We have been advising and assisting companies throughout the MENA region, East and West Africa in the production of generic drugs for 30 years. We support pharmaceutical companies, distributors and investors with our expertise and supply of high-quality raw materials for the production of generics. The success of our company is based on solution orientation, innovation and the know-how of our employees.

We are actively seeking an

Technical Assistant (m/f/d)

Your tasks

- > Assistant (m/f/d) of technical manager
- > Checking of technical documentation e.g. certificates of analysis, safety data sheets, DMFs (= Drug Master Files) in: French, English and German
- > Preparatory activities of technical dossiers: research, translation, editing of files und technical data
- > Document processing in French and English
- > Compilation of pharmaceutical news for our website

Your profile

- > Preferred: college degree
- > Preferably first professional experience in pharmaceutical industry, but not necessary
- > Pharmaceutical/chemical knowledge are beneficial, but not needed
- > Fluent in French, good in English and German
- > Good user skills in MS-Office (especially Word and Excel)
- > Intercultural competence, ability to work in a team
- > Good analytical, communicative and organizational skills
- > independent, interested, eager to learn, interested in doing research, concentrated, conscientious
- > Sense of confidentiality

Our offer

- > A responsible position in an international company
- > A very well-connected office in the heart of Hamburg
- > Professional training opportunities
- > Attractive social benefit: public transport card

Join our team!

Please send us your complete application documents, stating your salary requirements and your earliest possible starting date, to personal@polypharma.de. We have summarised all information on the collection of your personal data in our [data protection declaration](#).

If you have any questions in advance, please contact your contact person for this position, Ms. Knezlova, at personal@polypharma.de.

We look forward to hearing from you!

Polypharma Technologies & Sciences GmbH, Große Reichenstraße 27, 20457 Hamburg,
<https://polypharma.de/en>