

# Job description

## Junior Clinical Writer

### Job Summary:

We are looking for a motivated and detail-oriented individual to join our team as a Junior Clinical Writer. As a Junior Clinical Writer, you will handle assisting in the development and creation of various clinical documents, including but not limited to clinical evaluation plans and reports, post-market clinical follow-up plans and reports, and periodic safety update reports.

The ideal candidate should have a strong background in medical biology, excellent writing skills, and the ability to work collaboratively in a dynamic team environment.

### Key Responsibilities:

#### 1. Help in the preparation of clinical documents:

- Collaborate with cross-functional teams, including clinical research, regulatory affairs, and R&D, to gather information and data for document creation.
- Draft and edit clinical evaluation plans and reports, post-market clinical follow-up plans and reports, and other relevant documents.

#### 2. Conduct literature reviews:

- Research and review scientific literature to support the development of correct and well-informed clinical documents.
- Summarize relevant literature in a clear and concise manner.

#### 3. Quality control and compliance:

- Ensure all clinical documents adhere to company guidelines, industry standards, and regulatory requirements.
- Help in the review of documents for accuracy, consistency, and completeness.

#### 4. Collaborate with cross-functional teams:

- Work closely with clinical, regulatory, and R&D teams to gather information and ensure alignment with project goals.
- Participate in team meetings to discuss project progress and address any challenges.

### Qualifications:

- Bachelor's degree in life sciences, medical biology or a related field.
- Strong written and verbal communication skills.
- Required: **fluent English and Dutch**.
- Attention to detail and ability to manage multiple tasks simultaneously.
- Proficient in Microsoft Office Suite and document management systems.

## What we offer:

- A structure that is flat with an open culture and considerable knowledge sharing among employees.
- Learn from the best by working with the best.
- Numerous opportunities for personal growth and training and future opportunities.
- Good working conditions, including 30 days' vacation per year.
- Company gadgets, Friday Drinks, Corporate events and many more activities.
- 36 to 40 hours of work per week with the possibility to work from home.

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