



## Clinical Assistant (m/w/d) in part-time (50%)

*Occlutech is a leading specialist provider of minimally invasive cardiac devices, with a mission to improve the quality of life for people with heart conditions. The vision is to become a global leading specialist provider in cardiac devices, addressing congenital heart defects, stroke prevention, and heart failure. Occlutech has a broad and proven portfolio, based on proprietary technology, and over 200 patents with more than 139,000 products sold. The company markets and sells its products in circa 85 countries and has around 350 employees.*

*We are offering a position in the medical device sector with ambitious and passionate people building meaningful products for patients all over the world. Our work environment is agile and allowing for collaboration with smart people and knowledge sharing in cross functional teams. As a fast-growing organization, we provide ample room for development and our remote work policy allows for more flexibility for our employees.*

**Position: Clinical Assistant**

**Location: Onsite (Jena, Germany)**

**Work model: Part time with 20 hours /per week**

### Your work will focus on:

- Close cooperation with our Clinical Research Manager, Associates and Project managers and actively support them with routine tasks (e.g. preparation of studies documents and updating internal systems)
- Co-ordinate entry and maintain data on various studies in the clinical research department
- Data collection and communication between internal departments at Occlutech
- Providing regular updates to Clinical Research Manager
- Documentation of the work and contributing to the Occlutech QM system

### We are looking for a candidate, who

- Has preferably already experience in clinical research, experience in health or medical device industry
- Communicates well in German and English
- Is able to work independently, adapt to changing tasks in a fast and dynamic work environment and manage multiple tasks
- Is a team player who likes to work in a dynamic international environment
- Has good organizational, interpersonal and problem-solving skills and is able to collaborate with cross-functional teams
- Is proficient in Microsoft Office applications.

**Occlutech GmbH Jena**  
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### Our benefits for you:

- A secure job in the medical device industry in a family-friendly working environment
- An interesting work scope in a growing international company
- Comprehensive onboarding and training plan in the first 6 months
- Company wide Mentoring program
- Good work-life balance through 30 days of vacation, flexible working hours and hybrid, family-friendly working time models
- Employer-financed retirement insurance
- Team building, employee and company events
- Easy access to the office on the Beutenberg Campus with an attached canteen
- Healthy work culture with a fruit basket, tea, water and coffee as well as regular team sporting events

### Ready to apply?

We look forward to receiving your application (cover letter and CV to [bewerbung@occlutech.com](mailto:bewerbung@occlutech.com) Only applications in English will be evaluated.

### Contact

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