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Site Payment Intern (6 months paid program)

PPD is a leading global contract research organization providing comprehensive, integrated drug development, laboratory and lifecycle management services. Our clients and partners include pharmaceutical, biotechnology, medical device, academic and government organizations. With offices in 47 countries and approximately 20,000 professionals worldwide, PPD applies innovative technologies, therapeutic expertise and a firm commitment to quality to help clients and partners bend the cost and time curve of drug development to deliver life-changing therapies that improve health. For more information, visit www.ppd.com.

PPD was named Best Technological Development in Clinical Trials at the 2012 Scrip Awards and Clinical Team of the Year at the PharmaTimes 2012 Awards.

Main responsibilities:

- Provides administrative support to the members of the Site Payments team
- Actively work with multiple software and systems
- Communicates timely any problems and obstacles that may impact the delivery

Qualifications

Required education and qualifications:

- Degree in Economics and Administration or related area would be considered an advantage
- The position is suitable also for undergraduate students

Knowledge, Skills and Abilities:

- Excellent English language skills
- Proficient knowledge of MS Word and Adobe applications, very good knowledge of MS Excel and MS Outlook
- Excellent attention to detail and ability to stay focused while working with huge documents data base
- Flexible and Team work oriented person

As an equal opportunity employer, PPD believes that employees are the key to its success, and is committed to your professional growth. We offer an attractive salary, comprehensive benefits package as well as bespoke personal development and training programs.

HOW TO APPLY: Please send your CV in English to: RecruitmentBulgaria.SM@ppdi.com .

This is an ongoing search. Suitable candidates will be contacted accordingly.