



Salvius Legal provides the pharmaceutical, biotech and clinical trial industry with flexible, efficient and high-quality contract management solutions and legal advice. We manage the worldwide site contracting process for small to large multi-country clinical studies, oversee sponsor – clinical research organization contracting, develop data protection compliance plans, and provide other legal and strategic services. We help our clients improve healthcare and efficiently bring new drugs to patients in need.

We are a fast-growing organization with a respectful, open and diverse working culture. Our team is an international group of highly skilled and motivated professionals.

**POSITION:** Because of the expansion of our activities, we wish to appoint a

## **PARALEGAL / ADMINISTRATIVE COORDINATOR** (0.4 – 0.6 FTE – divided over 4-5 days)

who enjoys providing all the necessary legal and administrative support to the team to facilitate the smooth and efficient running of our office and projects. You are good at multi-tasking, accurate, passionate and you have the skills to independently manage your work in a timely matter.

**RESPONSIBILITIES:** You will be involved in a variety of tasks, including:

- Reviewing contracts and other documents for consistency and formatting
- Ensuring the office is appropriately equipped and maintained
- Keeping track of project hours and progress
- Collecting information and performing research on legal topics
- Contributing to continuous improvement of processes, templates and databases
- Filing and information distribution
- Other administrative tasks as requested

**REQUIREMENTS:** You are a skilled professional with previous experience working as a paralegal or administrative coordinator. You have good organisational and time management skills, are service oriented and take pride in providing the best legal and administrative support. You enjoy working in a team and have strong interpersonal and communication skills. You will have a relevant HBO/MBO+ qualification, excellent knowledge of Microsoft Office (Word, PowerPoint and Excel) and are bilingual Dutch/English. Prior experience in a clinical trial environment or law firm are a plus.

**LOCATION:** Zeist, The Netherlands

**PACKAGE:** Salvius Legal offers competitive remuneration, a generous holiday allowance and pension contributions, together with training and support for your personal development in a flexible, informal and fun, but professional office environment. The office is located near the centre of Zeist in a beautiful listed building with a large garden. However currently everyone is working from home as we are following the Dutch government COVID-19 advice to work from home whenever possible.

**APPLICATION:** If you meet the above mentioned requirements and are interested in this position, please send your CV and short motivation in English to: [HR@Salviuslegal.com](mailto:HR@Salviuslegal.com). For more information, please don't hesitate to contact Judith van Roy, HR Director on +31 (0)6 52 02 50 58

Recruitment Agencies – please refrain from contacting