



About ITM

ITM is a privately owned biotechnology and radiopharmaceutical group of companies dedicated to the development, production and global supply of targeted diagnostic and therapeutic radiopharmaceuticals and radioisotopes for use in cancer treatment. We are developing a proprietary portfolio and growing pipeline of targeted treatments in various stages of clinical development addressing cancers such as neuroendocrine cancers or bone metastases. Our main objectives are to significantly improve treatment outcomes and quality of life for cancer patients through a new generation of Targeted Radionuclide Therapies in Precision Oncology. The headquarters are located in the heart of the research center of the Technical University of Munich (TUM).

We would like to fill the following permanent vacancy in a onsite working model in Garching as soon as possible

Medical Administrator (f/m/d)

Your role

- Lead and coordinate administrative activities for the medical teams. This

Your profile

- Degree level education

will require close interaction with the Oncologics administrative team

- Contract management for Agencies: Vendor onboarding and raising PO's
- Contract management for HCPs: preparing contracts project management, etc.
- Coordination and handling of expert meetings, Advisory Boards, Satellites (incl doing contracts for delegates)
- Patient Advocacy management: organization of meetings, contracting
- Organization and scheduling of team meetings
- Medical budget handling: Invoice management and hold budget overview. Preparing regular overviews of budget / keeping track of medical affairs budget sheet
- Administrative management of Investigator Sponsored studies (incl budget planning)
- Management of publication library
- Coordinate medical congress activities including posters, presentations and symposia
- Coordinate and optimize process management within the medical teams

- Solid administrative skills working in a large corporate matrix environment with at least 5 years experience in the pharmaceutical industry, including a medical department
- Experience managing department budgets including annual budget planning and reporting
- High proficiency with Microsoft Office including PowerPoint presentations, Excel Spreadsheets
- Project management experience would be an advantage
- Demonstrated leadership skills, with a proactive, strategic mindset
- Excellent interpersonal skills and the ability to communicate with subject matter experts both within and outside the company environment
- Fluent written and spoken English

Our offer

- Exciting challenges in an up-and-coming and fast-growing company with a high degree of creative freedom
- An open working atmosphere in an international corporate culture with short communication channels
- Comprehensive onboarding programme

- Flexible working hours with home office options
- Attractive special payments
- Just a good salary? Not with us! We also offer you
 - Employee participation programme
 - Job bike or subsidised job ticket
 - Above-average contribution to the company pension scheme
 - Individually tailored further training programme (including German and English courses)
 - Health promotion programmes (e.g. EGYM Wellpass, subsidy for local fitness studio, sponsorship of sporting events, various lifestyle coaching sessions)

Do you have these qualifications, are you willing to develop yourself further and are you looking forward to becoming a key part of our future? Great! We should get to know each other!

When you apply, please let us know your earliest possible starting date and your salary expectations. You can submit your CV in German and English in docx or pdf format.

Apply now

Contact

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ITM Isotope Technologies Munich SE

Human Resources

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Note for recruitment agencies

Please note that we do not accept unsolicited applications or offers of assistance. The telephone number given in the advertisement is intended exclusively for applicants and should not be contacted for any other purpose. Thank you very much!

More about ITM

With us, you will have the opportunity to work in an international environment on ground-breaking projects that can have a significant impact on cancer care worldwide. We are looking for dedicated, talented and passionate professionals who share our vision and want to help shape the future of oncology. If this exciting challenge appeals to you and you would like to contribute to realising our common goal, please do not hesitate to send us your application. We look forward to hearing from you!

ITM in 60 seconds



For more information please visit: www.itm-radiopharma.com