

- Full-time internship (5 days a week) for enrolled students only –

The European Medicines Verification Organisation (EMVO)

EMVO is a Belgian non-profit organisation created in 2015 as a joint initiative of EU supply chain stakeholders, representing pharmaceutical manufacturers, wholesalers, community pharmacists and hospitals. We ensure the implementation of a functioning, secure, interoperable and cost-effective system across Europe, to ensure patient health and safety.

EMVO is responsible for the European Medicines Verification System (EMVS), a European-wide system created to prevent falsified medicines from entering the legal supply chain. It demonstrates the principle of European integration and has a real-world impact for patients and the healthcare sector across the EU and EEA member states.

Alongside our founding stakeholders¹, we work with the European Commission, 30 National Medicines Verification Organisations (NMVOs), and over 2000+ pharmaceutical companies are currently connected to our system.

Our internship programme

As the intern in Finance and Business Development (FBD) team, you will play an active role in the day-to-day activities of the department, supporting the strategic direction and vision of the department.

In general, you will work under one supervisor, who will take an active role in your development; however, you will have the opportunity to work on different projects and areas within the department.

This internship will start in **January 2021 and will have a duration of six months**. Due to COVID-19, EMVO is adopting a flexible home office approach. This can be discussed with your supervisor in due course.

¹ EMVO's founding members are EFPIA (The European Federation of Pharmaceutical Industries and Associations), Medicines for Europe (The European Generic and Biosimilar Medicines Association), PGEU (The Pharmaceutical Group of the European Union), GIRP (The European Healthcare Distribution Association) and EAEPCC (The European Association of Euro-Pharmaceutical Companies).

Overview of tasks

You will complete a range of functions depending on the day-to-day needs of the department, such as:

1- Finance and Accounting

- Support the process of creating, issuing, and booking of invoices
- Assist in verifying company information and creating invoices
- Provide support in the execution and maintenance of financial controlling, monitoring, and reporting
- Support and execute financial processes, e.g. Purchase Order Management

2- Business Development

- Support the development of new business models and strategies
- Support the alignment and improvement of the business processes
- Create, maintain and update business-related documentation
- Create, maintain and update SOPs

3- Reporting

- Prepare, maintain, and update business and finance related reports and analysis
- Assist in the creation of presentations

4- Second level support

- Provide support and guidance to pharmaceutical companies on business and finance related queries

What are we looking for?

- A positive attitude with a service-driven and problem-solving mindset;
- Strong organisational and planning skills;
- Strong time management skills and ability to prioritise work;
- The ability to work independently and accurately on tasks;
- Proficiency with MS Office;
- Excellent oral and written communication in English. Any other European languages will be seen as an asset;
- **A current BA/BSc or MA/MSc student able to sign an internship agreement with EMVO.**

What we offer

- **A 6-month internship, starting in January 2021;**
- A monthly compensation package;
- A chance to gain valuable experience in a multilingual environment;
- Full support and mentoring from our staff;
- The opportunity to gain first-hand experience in the pharmaceutical sector and in an organisation related to European Affairs.

Our office is based in the heart of Brussels and is easily accessible by public transport. **Please note:** Due to COVID-19, the EMVO team is currently teleworking, so interviews will be conducted remotely.

To apply, please send your CV & Cover Letter in English to internships@emvo-medicines.eu before 16 November 2020.