



CALL FOR APPLICATION: DATA ANALYST AND BUSINESS COORDINATOR AT THE EUROPEAN MEDICINES VERIFICATION ORGANISATION.

The European Medicines Verification Organization

The European Medicines Verification Organisation (EMVO) is a Belgian non-profit organisation representing stakeholders united in securing the legal supply chain from falsified medicines. Its 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 EAEPIC (The European Association of Euro-Pharmaceutical Companies).

The project

EMVO has been mandated with the set up and governance of the European Medicines Verification System (EMVS). The EMVS integrates all parts of the medicines supply chain into a central medicines verification system. It exemplifies the principles of European integration, and it has a real-world impact as it establishes a new standard of supply chain safety in the healthcare sector. The EMVS requires multi-level project management by working with 32 nations and approximately 2500 companies located in all EU and EEA member states.

The position

The Data Analyst and Business Coordinator be part of EMVO's Business & Engagement Management Department, and will gather, analyse and evaluate business critical data and information, supporting business development and business processes. The Data Analyst and

Business Coordinator will follow the strategic directions of the Head of Business & Engagement Management.

Duties and Responsibilities

The duties and responsibilities can be structured under the following headlines:

Data Analytics and Reporting

- Define and gather requirements for business-critical reports and analysis
- Delivery of business-critical reports and analysis
- Monitor and control business critical factors and processes
- Gather business promoting evaluations
- Mutually combine and connect business models and strategies with analytics and reporting
- Enhance the gathering of business critical and business supporting/promoting data

2nd Level Support, Consultancy and Advice

- Provide support and guidance to pharmaceutical companies
- Draft and create Standard Operating Procedures and Best Practices
- Participate in Working Groups
- Attend knowledge and skill enhancement trainings, workshops and seminars

Business Processes and Strategy

- Support the development of new business models and strategies
- Support the alignment and improvement of business processes
- Create, maintain and update business related documentation
- Create, maintain and update SOPs
- Create, maintain and update project related documentation
- Draft and align business requirements for business-critical systems
- Prepare, maintain and update user manuals

Representation & Communication

- Support external communication of EMVO

- Assist in the organisation of events, workshops and seminars
- Represent EMVO at workshops and seminars

Desired qualifications

- A Bachelor's degree
- 1st experience in a similar position will be an asset
- Pronounced service orientation
- Problem-solving skills
- Attention to detail
- Excellent time management skills and ability to prioritise work
- Capacity to work independently, meticulously and with little supervision
- Strong organisational and planning skills
- Very good analytical skills & highly proficient analytical skills
- Highly proficient in MS Office, especially Excel and Power Point
- Good written and verbal communication skills
- Interest in innovation, development and strategy
- Experience in a multilingual environment
- Fluent in English and at least 1 other European Language

What we offer

- A permanent contract
- An attractive salary supplemented by a number of fringe benefits
- A dynamic working environment with an open culture and pleasant atmosphere
- Our offices are located in the centre of Brussels, easily accessible by public transport

Please send your CV & Cover Letter in English recruitment@emvo-medicines.eu before May 31st.

If you would like further information, please do not hesitate to contact us at jannik.jager@emvo-medicines.eu or visit our webpage www.emvo-medicines.eu.