



## CALL FOR APPLICATION FOR INTERN POSITION OF THE FINANCE AND BUSINESS DEVELOPMENT DEPARTMENT

### What is 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 EAEP (The European Association of Euro-Pharmaceutical Companies).

### What is the project of EMVO?

The project of the EMVO is 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 one approach of European Integration, 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.

### What is the internship about?

As the Finance and Business Development (FBD) intern, you will support the daily business of the FBD Department following the strategic direction of the FBD Manager.

### What are the duties and responsibilities of the position?

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

## 2nd Level Support

- Provide support and guide pharmaceutical companies
- Draft and create Standard Operating Procedures (SOPs) and best practices

## Finance and Accounting

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

## Reporting

- Prepare, maintain and update business and finance reports and analysis

## 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

## Representation & Communication

- Support external communication of EMVO
- Assist in the organisation of events, workshops and seminars
- Represent EMVO at workshops and seminars
- Monitor and control business critical factors and processes
- Gather business promoting evaluations

### What qualifications are expected?

- Pronounced service orientation
- High quality, consciousness and reliability
- Ability to work under pressure and in a project assistance mind-set
- Attention to detail and problem-solving skills
- Good time management skills and ability to prioritise work
- Capacity to work independently, meticulous and with little supervision
- Good organisational and planning skills
- Interest in Finance and Business processes
- Good written and verbal communication skills
- Thorough knowledge of English and a satisfactory knowledge of at least one other of the official European Union languages
- A current BA/BSc or MA/MSc student able to sign an internship agreement with EMVO

### What are your benefits?

- A monthly compensation
- A chance to gain valuable working experience in a multilingual environment
- An internship for a period of 6 months
- The opportunity to gain a first experience in the pharmaceutical sector and in an organisation related to European Affairs
- You will be working in a multicultural environment with 2500 companies spread over 32 countries.

### Where and when to address my application?

To apply, please send your CV & Cover Letter (in English) to [internships@emvo-medicines.eu](mailto:internships@emvo-medicines.eu) before 31<sup>st</sup> of January. If you would like further information, please do not hesitate to contact us at [helpdesk@emvo-medicines.eu](mailto:helpdesk@emvo-medicines.eu) or visit our webpage [www.emvo-medicines.eu](http://www.emvo-medicines.eu).