



Apply to: Aleksandra.Stojek@pfizer.com

Application deadline: 7th August 2023

Medical CoE Poland – Internship @ Pfizer

Competitive Grants Program & Process Improvement

Recruitment for:

The Medical COE Intern provides primary operational support to various programs within Global Medical Operations, Governance and Community (GMOGC) which include but are not limited to independent grants and research collaborations.

The major responsibilities include but are not limited to: completion of required trainings, development of Competitive Program support project plan, assessment of current processes, grant management support.

The Medical COE Intern will coordinate with the company colleagues as well as Headquarters (HQ) colleagues across different functional lines to verify grant and process quality, and ensure compliance.

Your responsibilities:

- **Trainings** – Completing training on eligibility checks, due diligence, compliance, contracting, and other Grant-related topics.
- **Project Plan** – Suggesting and implementing a project plan for efficient Competitive Program support
- **Grant administration** – Perform due diligence on grant requestors, coordinate review process, liaise with Legal to facilitate contracting, forecast and issue payments, and fulfil drug supply requests.
- **Reporting** – Provide Grant Operations Team with regular status reports and grant quality overview
- **Process Improvement** – Partner with global team and contribute to process and business technology improvement projects within areas of responsibility, as requested.
- **Special** – Contribute to special projects as required by the CoE Leadership and Grant Operations teams.

Requirements:

- BA/BS degree required, with preference for a focus in science, healthcare, or related field. Preferred candidates: recent graduate or 1st / 2nd year of master's degree
- Proficient in English; strong oral and written English communication skills are essential. Knowledge of additional languages preferred.
- Some operations experience in clinical trial management, educational grants, or healthcare industry (pharmaceuticals/life sciences/medical)
- Proficient in cloud-based technology databases. Knowledge of basic IT systems/software required (Excel, MSTeams, Notes, Sharepoint)
- Ability to work independently (with limited supervision) and use own judgment to resolve moderately complex issues.
- Ability to utilize a technical platform to perform tasks and provide recommendations for improved business solutions.
- Ability to work effectively with a diverse group of internal and external stakeholders in a matrixed environment
- Personal qualities: communication, critical thinking, analytical skills, attention to detail

PREFERRED QUALIFICATIONS

- Proficiency in multiple languages (in addition to English and Polish)
- Experience in a clinical setting and familiarity with medical terminology
- Experience with database management
- Demonstrated good project management skills in a highly matrixed environment and with global and virtual stakeholders

Employment details:

- Location: Warsaw (Poland) / remote
- Contract: Mandate contract, Temporary
- Employment: 1 month full-time, with possibility of part-time prolongation
- Duration: start in September with possibility of prolongation
- Salary: 25 PLN / h

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