

# Research Assistant

Link: [Research Assistant job in Prague, Czechia | Corporate jobs at Thermo Fisher Scientific](#)

## Work Schedule

Standard (Mon-Fri)

## Environmental Conditions

Office

## Job Description

At Thermo Fisher Scientific, you'll discover meaningful work that makes a positive impact on a global scale. Join our colleagues in bringing our Mission to life - enabling our customers to make the world healthier, cleaner and safer. We provide our teams with the resources needed to achieve individual career goals while taking science a step beyond through research, development and delivery of life-changing therapies. With clinical trials conducted in 100+ countries and ongoing development of novel frameworks for clinical research through our PPD clinical research portfolio, our work spans laboratory, digital and decentralized clinical trial services. Your determination to deliver quality and accuracy will improve health outcomes that people and communities depend on – now and in the future.

## Location/Division Specific Information

Our Early Development team focuses on Phase I and IB trials which represent the first practical tests of a compound's clinical relevance and commercial viability. They are the culmination of years or even decades of research. Moreover, they set the stage for subsequent studies that will ultimately determine your compound's efficacy, safety and positive impact on patient's lives.

## Discover Impactful Work:

Provides administrative support performing the day-to-day administrative functions including planning, organizing and scheduling. We are currently looking to recruit a **Research Assistant** to complement the collaborative team at our site in Prague.

## A day in the Life:

- Coordinates and completes administrative functions on assigned trials.
- Welcomes and assist all visitors upon arrival at the site. Notifies appropriate staff of the visitor's arrival.
- Prepares and ensures all relevant patient files are ready ahead of the visit as per

protocol and local regulations.

- Completes data entry and visit completion information.
- Assists with the collection of patient SDV from treating medical professional.
- Schedules patients for different types of visits, external appointments, transport etc.
- Conducts reminder telephone calls to patients to confirm visits.
- Collects, tracks and files patient notes, lab results and questionnaires to facilitate prompt reviewing and able to provide results to patient if required.
- Maintains a presentable, safe and clean reception area to enhance the patient and visitor experience.
- Assists with photocopying, faxing, scanning source documents, postal activities, archiving and patient refreshments.
- Assists with the reimbursement of patient study expenses and payments.
- Maintains strict confidentiality of patients, employees, customers and company information at all times and adheres to HIPAA Guidelines.

**Keys to Success:**

**Education and Experience:**

- High school/secondary school graduate or professional certification
- Previous clerical or administrative experience (comparable to 0-2 years)
- Or, an equivalent combination of education, training and experience that provides the knowledge, skills and abilities to perform the job.

**Knowledge, Skills, Abilities**

- Knowledge of administrative procedures and organization systems.
- Good Microsoft Office skills.
- Good communication, organizational and interpersonal skills.
- Ability to identify and set priorities and effectively perform a variety of task simultaneously.
- Ability to deal professionally with highly confidential information and matters.
- Good attention to detail and accuracy.
- Positive attitude and ability to work effectively with others at all levels of the organization.

- Excellent communication skills with Czech and English.

Our Mission is to enable our customers to make the world healthier, cleaner and safer. Watch as our colleagues explain [5 reasons to work with us](#). As one team of 100,000+ colleagues, we share a common set of values - Integrity, Intensity, Innovation and Involvement - working together to accelerate research, solve complex scientific challenges, drive technological innovation and support patients in need. #StartYourStory at Thermo Fisher Scientific, where diverse experiences, backgrounds and perspectives are valued.