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## Career Development Workshop

### Applying for a non-academic position

OCTOBER 20-21, 2015

#### Target Group (TG)

- PhD students in their 3<sup>rd</sup> or 4<sup>th</sup> year at IMP/IMBA/GMI
- Postdocs at the IMP/IMBA/GMI, for two years or more

#### Objectives

- To familiarize the TG with the expectations of the business sector towards applicants and the entry criteria
- To inform the TG about necessary additional skills and qualifications to develop their career, to get attractive internships and jobs
- To prepare the TG for job applications – condensing everything an applicant has to do or fulfill
- To enable the TG to create job winning CVs
- To ensure that the TG has the skills necessary to succeed in job interviews
- To prepare the TG for contract negotiations, both in Europe and internationally
- To visualize career tracks in industry

#### Trainers

Mediatum (<http://www.mediatum.com>), a recruiting and development consultancy for innovative and successful companies in the biotech, pharmaceutical, medical devices, diagnostics and chemical industry.

#### Approach and methodology

The workshop will be mainly focused on hands-on training, and will be very interactive. It is divided in four main modules:

- How to prepare a world-class CV (good, bad, best practice, reshape)
- How to succeed an interview (interview training)
- What happens during an assessment center (individual and group Assessment Center Training)
- How to prepare for negotiations (salary/contract EU/US/Int)

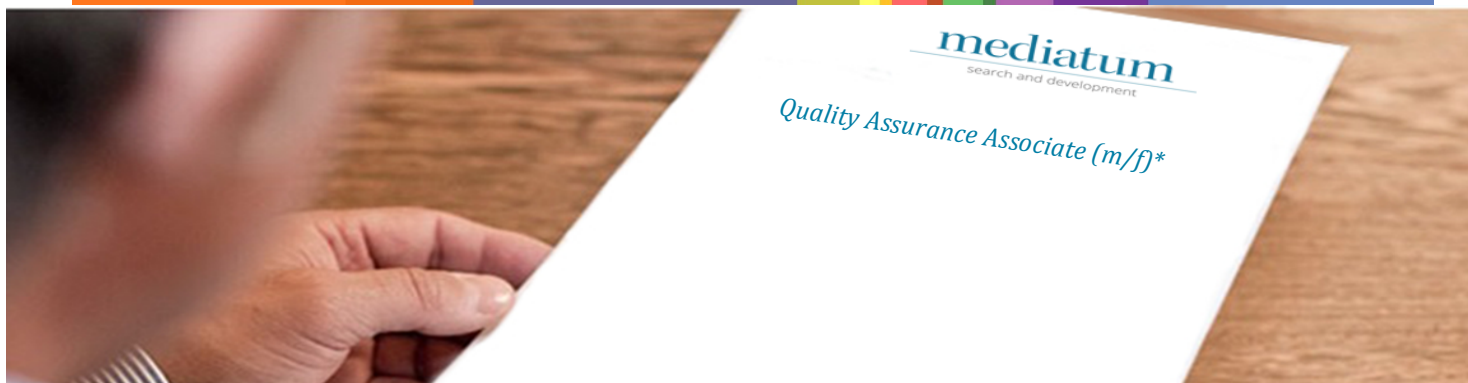
In order to make the workshop more meaningful our trainers have prepared two job advertisements, attached in this document (the job advertisements are based on Mediatum's experience of entry level positions for students and postdocs).

If you want to participate you need to:

1. **Register** by sending an email to Ines Crisostomo by **August 10** ([ines.crisostomo@gmi.oeaw.ac.at](mailto:ines.crisostomo@gmi.oeaw.ac.at)), mentioning which of the two positions you would like to apply for.
2. On **August 14** we will **inform** all applicants if they are registered (we have 30 slots, and priority will be given to Students and Postdocs who have been at the institutes for more than 2 years)
3. Once we have confirmed your registration you will need to **apply** to one of the positions by sending Ines your CV and Cover letter (Deadline: **September 5**).

*The workshop is sponsored by the IMP/IMBA/GMI.*





## Quality Assurance Associate (m/f)\*

### **Company Information**

Our client provides a broad range of GLP and GMP-compliant product development and analytical testing services to the pharmaceutical, biotechnological, animal health, crop protection, consumer products, and chemical industry. As a member of their team, you will work alongside respected experts dedicated to scientific excellence.

### **Position**

The position is localized within the GMP Quality Assurance Group. This group ensures compliance with federal, governmental and company systems and regulations. In addition, it conducts internal audits, in-progress inspections and final report reviews. Collaboration with scientists, study directors, management and other relevant people to ensure quality guidelines is part of the position.

The Quality Assurance Associate is an entry level position that provides assistance in improving the company's quality processes and ensuring compliance with GMP and/or GLP systems and regulations:

- Review of completed client reports for accuracy, traceability and completeness
- Providing a range of review functions to ensure proper calibration of equipment, protocol and raw review, and other systematic support of quality systems

### **Candidate Profile**

- PhD degree in a relevant field such as biotechnology, biochemistry, biology, chemistry or pharmaceutical sciences
- Comparable demonstrated competence and experience in the relevant area may be used to substitute in whole or in part for the PhD degree
- Familiarity and/or experience in a laboratory setting are preferable

\* This job description applies equally to male and female candidates, regardless of the wording used in the text.





## **Product Specialist for PhD Life Sciences in a Biotech Division (m/f)\* .**

### **Company Information**

Our client is a leading Life Science and high technology company. Their biochemical and organic chemistry based products and kits are used in scientific and genomic research, biotechnology, pharmaceutical development, in diagnosis of various diseases and as key components in pharmaceutical and other high technology manufacturing companies. Their key customers are Life Science companies, universities and governmental institutions, hospitals, and various other industry branches. The company operates in more than 40 countries and has 8.000 employees providing excellent worldwide service.

### **Position**

- Responsibility for the promotion and sales of the company's products within a defined territory in close collaboration with the sales team
- Coordination with sales and marketing units to identify and promote the products both directly and through dealer networks
- Realization of on-site seminars, workshops and troubleshooting for customers and, in parallel, providing technical support
- Interaction with the sales team members with the goal to drive and grow business
- Development of personal network with all key customers in the defined territory
- Gather market intelligence and develop regular feedback from the customers
- Participation in strategy development both short-term and long-term with the goal to meet budget in the defined territory and country

### **Candidate Profile**

- PhD degree in a relevant field such as biotechnology, biochemistry, biology, chemistry or pharmaceutical sciences
- Experiences in research or teaching in a scientific institute or Life Science company
- Knowledge of computer skills, sales & marketing management
- Good communication, presentation and interpersonal skills
- Good time-management and training skills
- Experience in decision making and impacting,
- Ability to work in cross functional teams
- Experiences in process analysis
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\* This job description applies equally to male and female candidates, regardless of the wording used in the text.

