



**InflaRx** is a NASDAQ listed biotechnology company with offices in Jena and Munich, Germany. We research and develop new medicines for the treatment of inflammatory diseases within a global development approach. We stand out for an excellent team of highly motivated and skilled individuals who put strong emphasis on a team effort.

To support our expanding Drug Supply team we are looking for a

**Global Supply Coordinator, (m/f)**

The Global Supply Coordinator will assist the Global Supply Manager in the planning, monitoring and managing the demand and supply of investigational medicinal products and in compliance with multi-national regulations, and internal procedures and GXP requirements.

The position is located in Jena.

**Primary Responsibilities:**

- Provide support and assistance to Global Supply Manager(s) in the planning and supply of investigational medicinal products and other study supplies
- Responsible for filing Drug Supply related documentation and maintenance of study specific files
- Responsible for preparing work orders for approval and tracking invoices
- Support Global Supply Manager on Project/ Study Teams.
- Responsible for taking meeting minutes and the set-up of Drug Supply led meetings
- Provides input as required into delivering day to day tasks within Drug Supply
- Participates in and supports internal/external inspections and audits as required.
- Supports and contribute ideas to improve the performance and quality of the Drug Supply process(es).
- Substitute for not specifically allocated projects in case of need.

**Education/Experience/Skills:**

- Bachelor's degree in pharmacy, Pharmaceutical Sciences, or other life science subject/ profession.
- Experience within a pharmaceutical/ biopharmaceutical organization or working in a hospital/ independent pharmacy dispensary or production team and basic knowledge/ understanding of investigational medicinal products would be advantageous.
- Awareness/ working knowledge of EU GMP, GDP and GCP regulations, and other international regulations related to supply of investigational medicinal products would be advantageous.
- Good communication skills and the ability to work in international multi-cultural cross-functional teams and the ability to engage in an open, constructive and continuous dialogue.
- Experience in building and maintaining positive relationships.
- Target orientation and flexibility to adopt to changing situations and the ability to work under pressure.
- Motivated, self-driven, creative and dependable.
- Fluent in written and verbal business English, fluency in German desirable.
- Must be familiar with IT tools; Mandatory are Word, Excel and PowerPoint, Other Office applications.

**We offer:**

We offer you a challenging and varied opportunity with an innovative, dynamic and expanding company. InflaRx strives to be a company that is recognized by its employees as best place to work for in the industry. We want to accomplish this by working with passion and professionalism on thru medical innovation. We pride ourselves in maintaining a friendly, honest and trusting relationship with each other. If you think you fit the profile, we look forward to receiving your application in English, including CV, motivation letter, and salary expectation, at the following e-mail address:

InflaRx GmbH

Winzerlaer Str. 2  
07745 Jena  
+49 3641 508180

**contact:**

**Human Resources Department:**

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