



Mapi Values is an independent and internationally renowned company with offices in the UK, the US, France, the Netherlands and Japan providing strategic consultancy and tactical solutions in Health Economics & Outcomes Research for the international pharmaceutical industry.

When joining the Mapi Values' team providing all the necessary administrative and organisational support to the team in order to facilitate the smooth running of our projects and office will be the heart of your work. You are good at multi-tasking, accurate, passionate and you have the skills to independently manage your work in a timely manner.

We wish to appoint a

Project Assistant

to join our team based in the friendly town of Houten, a short distance from the exciting city of Utrecht. This is a great opportunity if you have a genuine interest in healthcare.

RESPONSIBILITIES: You will have an important role providing administrative and organisational support to the project teams. You will be involved in a variety of tasks, including:

- Reviewing and formatting project and office documents
- Searching and processing references and articles
- Managing project related information
- Handling the financial overview and follow up of projects
- Organising project meetings, travel arrangements and calendars
- General administrative tasks

REQUIREMENTS: You will have a relevant qualification or equivalent experience and will be able to demonstrate the following skills:

- Fluent in English (Dutch not essential)
- Good organisational and time management skills
- Good working knowledge of Outlook, Word, Excel & PowerPoint
- Excellent spoken and written communication skills
- Highly service oriented
- Attention to detail
- Interest in the field of medicine and health

LOCATION: Houten, The Netherlands

PACKAGE DETAILS: Mapi Values offers excellent remuneration, disability insurance, pension contributions, private travel insurance, together with support for further qualifications, in a friendly and informal office environment.

APPLICATION: If you meet the above requirements and are interested in this position, please send your CV and motivation letter to: Annelène de Soeten, Office manager, e-mail: Annelene.desoeten@mapivalues.com.

Recruitment Agencies - please abstain from contacting