

CTC are inviting applications for the role of a

Pharmaceuticals Recruitment Researcher

CTC Clinical Trial Consulting AG, founded in Basel, Switzerland in 1997, is a specialist resourcing organisation, providing flexible resourcing solutions to the pharmaceutical, biotech and CRO industries, with high calibre professional staff to fill both contract and permanent placements in clinical development, data management, statistics, regulatory affairs and medical marketing. CTC is experiencing a rapid growth with an in-house team of 12 and more than 60 people externally.

About the role:

We are seeking a motivated Pharmaceuticals Recruitment Researcher to work with our Recruitment Consultants to further grow our well established permanent and contract placement business. The RR will have some understanding of the pharma, biotech and CRO businesses and be able to liaise knowledgeably with candidates. The RR should be motivated by challenges, an outstanding communicator, fast learner, have a good attention to detail and excellent IT skills.

Main Responsibilities:

- ✓ Draft adverts to attract suitable candidates
- ✓ Source active candidates from on-line databases and recruitment websites, contact lists, internal databases
- ✓ Screen suitable candidates for availability, interest level, visa status, salary range, relocation needs, basic qualifications etc.
- ✓ Conduct first telephone interview with potential candidates
- ✓ Arrange face to face interviews between candidates and clients
- ✓ Network through many online mediums to attract suitable candidates
- ✓ Deal with queries from candidates
- ✓ Keep databases updated
- ✓ May assist recruitment team with submitting candidates to client company
- ✓ Communicate effectively and professionally with colleagues and candidates with a view to building and sustaining long-term relationships
- ✓ Adhere to best practices aligned with strict codes of conduct as defined by the relevant legislation
- ✓ Attend conferences, meetings and other relevant events

Qualifications and Experience:

- ✓ Higher Level Degree
- ✓ Some knowledge of the pharmaceutical industry
- ✓ Outstanding communication and interpersonal skills
- ✓ Excellent written and verbal skills in English - other languages, in particular German, an asset
- ✓ Good attention to detail and well organised
- ✓ Entrepreneurial skills with good commercial acumen
- ✓ Motivated by challenges, problems, deadlines and targets
- ✓ Work well under pressure and have the ability to multi-task
- ✓ Dynamic 'can do' attitude with determination to succeed

Our offer:

- ✓ Excellent salary package, with target based bonus system
- ✓ Opportunity to work and grow in an international environment and within a dynamic organisation
- ✓ Excellent working environment and office location in the middle of Basel-Town

Please submit your CV electronically in English to Philippe Näf at: info@ctcon.ch