

Biospecimen Specialist-Employee Specimen Donation Program Coordinator m/f/d, Zug

You would be joining the Biospecimen Acquisition and Management (BAM) team in Rotkreuz. BAM is a service organization that has four teams situated across Europe and North America and that uses global capabilities with local support structures to drive integrated biological specimen solutions that accelerate company's strategy.

Location: Rotkreuz

Duration: 12 months/possible extension

The Biospecimen Specialist is responsible for the management of biospecimens and all associated sample/test data in compliance with local regulatory requirements, quality, business, and industry best practices/standards. Specifically, this role is dedicated to managing and running the BAM Team's Employee Specimen Donation Program (ESDP).

The perfect candidate is a highly motivated, organized, and accountable team player with a meticulous attention to detail. For this specific role, we are looking for a highly autonomous individual to successfully lead our internal collections and drive engagement through advertising campaigns. We are also looking for someone who is committed to ensuring the highest quality, accuracy, and timeliness of biospecimen deliverables.

Responsibilities:

- * Autonomously lead and execute the Employee Specimen Donation Program to ensure reliable and compliant sample sourcing.

Job profile

 Life Sciences - R&D Laboratory

 Zug

 Contracting

 Full Time



01.01.2027 - duration planned for 12 months/possible extension

 GxP, LIMS, Laboratory, biospecimen



Sounds interesting?

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- * Design and provide a strong advertisement campaign to effectively promote the donation program to internal employees.
- * Manage and perform biological material processing, registration, shipment, returns, verification activities, retrievals, and inventory searches in a validated environment. Create sample collection kits.
- * Take accountability for end-to-end project management and biorepository management activities to fulfill customer specimen requests.
- * Collaborate with relevant permitting agencies, import/export compliance, and local Safety and Biorepository Teams to comply with permit requirements.
- * Conduct data management activities, including data review, import, quality and consistency checks, data searches, resolution of discrepancies, and data export while working within a validated LIMS.
- * Assume accountability for data entry into validated database(s), ensuring information is entered accurately, consistently, and according to established formats.
- * Maintain sample collection and/or study information according to applicable processes and procedures.
- * Effectively interface with internal and external stakeholders to establish timelines and meet defined project goals.
- * Documentation & Regulatory Maintenance: Ensure continuous process compliance, including the accurate collection and maintenance of all required legal, regulatory, and ethics documentation according to established BAM procedures.

Requirements:

- * Life science Bachelor's degree or equivalent, 1-3 years relevant experience in sample acquisition, data management, biobanking.
- * Hepatitis vaccination available.
- * Able to lift 10 kg - 15 kg
- * Experience in Handling biological specimens; willingness to work with potentially infectious biological material.
- * Knowledge of Ethics and Compliance: understanding of informed consent, IRB (Institutional Review Board) protocols, and data privacy regulations (e.g., HRA, GDPR) regarding human specimens.
- * IT skills: Microsoft office (Excel, Word, PowerPoint), Google Suite, Experience with LIMS or other validated systems.

Sounds like a great job?

Then we look forward to receiving your complete application documents through our online application form.

When applying by email, the sender agrees that his or her data will be used in accordance with our data privacy policy.

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