Internship for Biomanufacturing Training Program

Summary:

As Unizima, we are seeking a highly motivated and enthusiastic intern to support our training team in developing a biomanufacturing training program. The intern will work closely with the training team to develop training content, edit training materials, prepare related documents, and organize training material. This is a 3 to 6-month internship that will provide hands-on experience in biomanufacturing training program development and an opportunity to contribute to the growth of Unizima’s biomanufacturing training program.

Responsibilities:

* Collaborate with the training team to review, edit, and update existing training materials, including presentations, manuals, and other documentation.
* Conduct research to gather relevant information on industry best practices, regulations, and technologies related to biomanufacturing training.
* Collaborate with subject matter experts to ensure accuracy and relevancy of training materials.
* Assist in creating new training materials, such as instructional videos, e-learning modules, and interactive activities.
* Provide general administrative support to the training team, such as preparing reports, filing documents, and coordinating with team members.
* Organize and maintain training records, including attendance sheets, feedback forms, and other documentation.
* Assist in coordinating logistics for training sessions, including scheduling, room setup, and preparation of training materials.

Qualifications:

* Currently enrolled in a Bachelor's or Master's degree program in a related field, such as biotechnology, biomanufacturing, or life sciences.
* Strong attention to detail and excellent organizational skills.
* Excellent written and verbal communication skills.
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
* Ability to work independently and collaboratively in a team environment.
* Familiarity with biomanufacturing concepts, processes, and regulations is a plus.
* Prior experience with instructional design, content development, or training coordination is a plus.

Duration:

This is a 3 to 6-month internship, with the possibility of extension based on performance and business needs.

Location:

The internship will be a hybrid role that includes working from home and located at our office in Brussels.

Benefits:

* Opportunity to gain practical experience in developing a biomanufacturing training program.
* Exposure to the biotechnology industry and relevant regulations.
* Hands-on experience with training material development and coordination.
* Mentorship and guidance from experienced professionals.
* Networking opportunities with industry experts.
* Competitive stipend for the duration of the internship.

Application Process:

To apply, please submit your resume and a cover letter outlining your interest in the internship and relevant qualifications to s.ekimler@unizima.com.