



NovAliX

## JOB DESCRIPTION

# Grade: Junior Research Associate

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Date of publication: 2024

Department: BU Research Services, BU Drug Discovery and BU Colocated Research

Hierarchy: From PM

Prerequisites: BSc/MSc

## Purpose of the job

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A junior Research Associate (JRA) is responsible for performing experiments given by his/her supervisor.



## Missions and tasks

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### Scientific missions:

- Perform mainly experimental work and associated tasks: >90%
- Understand the project objectives, quality requirements and time constraints.
- Perform experimental work according to his/her supervisor's instructions.
- Daily reporting to his/her supervisor.
  
- Achieve productivity in line with their experience and their place of work.
- Anticipate the need for reagents and consumables to carry out experiments
- Apply systematically NovAliX standards.
- Strive to achieve an efficient way of working.

### General tasks:

- Follow and apply IT rules, especially concerning cybersecurity. Signal rapidly to IT department any issues or breaches in our security integrity.
- Know and follow the HSE rules applicable to the activity: chemical labs, L2, ...
- Comply with HR policies and NovAliX rules.
- Adhere to NovAliX values.

### General knowledge:

- English (understand).
- Good writing skills.
- Proficiency in office software (Word, Excel, Power Point) and communication tools.

## Values / Personal skills

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- 1. Collaboration**
2. Analysis/Problem solving
3. Being Organized
4. Communication
5. Being Impactful
6. Client Focus
7. Innovation/Creativity
8. People Management
9. Growing the Business
10. Leadership