



## Otsuka Novel Products GmbH

Otsuka Novel Products GmbH (ONPG) is an affiliate of Otsuka Pharmaceutical Co., Ltd., a global healthcare company headquartered in Tokyo, Japan. The Group comprises a network of 168 subsidiaries and 34,400 employees in 32 countries across Europe, Asia-Pacific, the Americas, and the Middle East.

As part of Otsuka's Global Tuberculosis program, ONPG is dedicated to driving efforts to fight tuberculosis through innovative research and development, equitable access to medicines, and collaborations and capacity-building initiatives that strengthen the quality and delivery of care around the world. Rooted in the Otsuka philosophy – "Otsuka – people creating new products for better health worldwide" – we collaborate with a diverse range of organizations to pursue a shared vision, contributing focused expertise, innovation, and the resolve to end tuberculosis.

To strengthen our team in **Munich**, we are currently recruiting for a

### **Working Student – Legal & Compliance (m/f/d)**

The position requires an average of 5-10 hours minimum per week during the semester and option to work more during semester breaks. Working hours are flexible and can be adapted to fit student's academic schedules.

#### **Job responsibilities:**

- Support legal and compliance activities across ONPG
- Monitor adherence to internal Standard Operating Procedures (SOPs) and relevant pharmaceutical laws and regulations
- Maintain and continuously improve ONPG's contract database
- Manage electronic archiving of contracts, including regular validity checks, formatting reviews, and coordination of signatures
- Provide support for contract management tools and ensure their ongoing maintenance
- Assist in managing interactions with healthcare professionals and organizations, including weekly updates of the Pharmacovigilance list and annual transparency reporting.

#### **Your profile:**

- Enrolled in a Bachelor's or Master's program in Legal Studies, Business Administration or a related field
- Initial industry/internship experience in Compliance, Legal or any related field
- Fluent in English, both written and spoken
- Intermediate German language skills, both written and spoken
- Comfortable working in a culturally diverse environment
- Proficient in Microsoft Office applications
- Genuine interest in the pharmaceutical or any related industry

#### **Are you interested?**

If your profile meets the above requirements and you are interested in applying for this exciting role, please send your application, with details of your earliest start date, preferably via e-mail to Ms. Maren Seitz, [career@otsuka-onpg.com](mailto:career@otsuka-onpg.com).

We welcome applications from all qualified individuals, regardless of gender, sexual orientation, cultural background, disability, or any other characteristic protected by law. Diversity and inclusion are core to our values, and we are committed to providing equal opportunities for everyone.

[www.otsuka-onpg.com](http://www.otsuka-onpg.com)