

# Coordinator – onboarding of new scientific studies

Do you want to make an impact, have easy access to stakeholders, and work with great colleagues?

If you have a background in the natural sciences, and structure and overview are part of your DNA, this job might be the perfect match for you. In this role, you'll have the opportunity to make a tangible difference and see the direct results of your efforts.

By joining Gubra, you'll become part of a highly successful and growing biotech company. You'll be surrounded by supportive colleagues and experience a shared entrepreneurial spirit. Gubra is simply a great place to work — a place where people thrive.

## **Coordination and collaboration in a fast-paced environment**

As our new Onboarding Coordinator, your focus will be on coordinating the in vivo research studies we conduct for life science companies. At any given time, we run more than 50 studies, with new ones starting regularly and frequent changes. That's why we need a steady hand on the coordination wheel – yours. You'll act as our primary puzzle master, ensuring all the pieces are in the right place.

For new studies, you'll serve as the key link between our Sales and Operations teams. When change requests arise, you'll ensure they are properly registered and managed across systems. Your main responsibilities will include:

- Coordinating with Sales and Operations on resources and timelines for onboarding new studies
- Managing change requests and ensuring they are documented and processed accurately
- Creating and updating study pre-bookings in our system, Cosmos
- Coordinating pre-study activities with the animal facility
- Leading weekly facility capacity meetings and maintaining overview documents
- Helping maintain an overview of cabinets, cages, lids, equipment, etc.

Your workplace will be Gubra's headquarters, located in the scenic Folehave forest in Hørsholm, Greater Copenhagen. Everything is located on-site, giving you easy and direct access to colleagues and stakeholders.

## **Natural science degree and experience with coordination and processes**

Your success in this role will largely depend on your personality – as long as you have a solid foundation in natural sciences. You might hold a Master's degree with a few years of experience or a Bachelor's degree with more extensive experience.

You must be able to handle multiple parallel tasks and interact with many different people, which requires strong organizational skills and a pragmatic, solution-oriented mindset. Since you'll be dealing with critical data, attention to detail is essential. You should also be comfortable working with structured processes in a fast-paced environment with numerous deadlines.

Ideally, your background includes:

- A degree in natural sciences
- At least a couple of years of coordination and process experience (more if you have a Bachelor's degree)
- Experience working with multiple IT systems and the ability to learn new systems quickly.

## **Contact and application**

Please upload your motivated cover letter, resume and relevant diplomas via our website no later than June 9, 2025. We encourage you to apply as soon as possible, as applications will be reviewed continuously. Interviews will be held on a rolling basis, and the position may be filled before the application deadline.

If you have questions about the position, please contact Katrine Fabricius, Director, [kf@gubra.dk](mailto:kf@gubra.dk) or Signe Humle Jørgensen, Vice President, [shi@gubra.dk](mailto:shi@gubra.dk).

We look forward to receiving your application.

## **About Gubra**

*Gubra is an ambitious contract research organisation (CRO) and biotech company striving for excellence at all levels. We insist on doing things efficiently – and often differently - to reach the results we aim for. Our vision is to become leaders in the fight for a more sustainable and healthier world. We do that by facilitating the discovery of new medicine, and by acting and inspiring others to fight the ongoing climate and biodiversity crises.*

*Gubra's activities are focused on the early stages of drug development and are organised in two highly synergistic business areas: CRO Services and Discovery & Partnerships (D&P). We generate our revenue by performing research for life science companies as well as by partnering projects from our discovery and development pipeline.*

*Our therapeutic focus is within metabolic and fibrotic diseases, and we specialize in in vivo pharmacology, ex vivo assays, drug profiling, histology, stereology and whole brain and organ imaging. In addition, we offer a full palette of advanced transcriptomics. Our ML/AI-driven peptide*

*drug discovery platform streaMLine enables us to rapidly develop a peptide hit into a non-clinical candidate ready for development. Through a constant focus on high quality, scientific excellence, speed, and solid teamwork we have established ourselves as a highly professional and competent partner in the market.*

*People are our greatest asset, and our team consists of +270 employees all located in Hørsholm, Denmark. The mix of people from different cultures and educational backgrounds combined with our entrepreneurial mindset have greatly impacted our working environment, which is characterized by entrepreneurial drive, scientific curiosity, and teamwork – we join forces!*