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Be part of the
extra[not]ordinary®

Student Worker, Commercial & Medical Affairs Germany

Munich, Bavaria, Germany | Other | R18413 | Hybrid

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We are extra[not]ordinary

*(ex· tra· not· or· di· nary |\ ik-'str-not-ȯr-də-ˌner-ē)

Adjective: A unique word for Genmab meaning to go way beyond what is usual; to be remarkable; proudly unique and authentic

At Genmab, we are dedicated to building extra[not]ordinary® futures, together, by developing antibody products and groundbreaking, knock-your-socks-off KYSO antibody medicines® that change lives and the future of cancer treatment and serious diseases. We strive to create, champion and maintain a global workplace where individuals' unique contributions are valued and drive innovative solutions to meet the needs of our patients, care partners, families and employees.

Our people are compassionate, candid, and purposeful, and our business is innovative and rooted in science. We believe that being proudly authentic and determined to be our best is essential to fulfilling our purpose. Yes, our work is incredibly serious and impactful, but we have big ambitions, bring a ton of care to pursuing them, and have a lot of fun while doing so.

Does this inspire you and feel like a fit? Then we would love to have you join us!

The Role

We are seeking a Bachelor's or Master's student motivated by supporting administrative and operational tasks, eager to gain hands-on experience in the biotech and pharmaceutical industry. Are you organized, curious, and enjoy supporting others? Join Genmab's Germany Commercial & Medical Affairs team as a Student Worker!

This is a unique opportunity to become part of a growing, dynamic and experienced team while building valuable professional skills in a global biotech environment. You'll support the daily operations and project management of team, helping ensure business continuity in a fast-paced, global environment. We're looking for someone who's structured, adaptable, and ready to take ownership of admin tasks with a positive, team-oriented mindset.

Please note that this position is for up to 20 hours per week and you must be able to commute into our office in Munich at least once a week. The expected start date is January 1st, 2027.

Responsibilities

- Support the Commercial and Medical Affairs teams in the planning, coordination, and execution of meetings, events, sponsorships, advisory boards, and other cross-functional activities.
- Assist with operational and administrative processes, including supplier onboarding and management, invoice review, and procurement activities.
- Support contract management activities, including contract preparation, coordination of approval workflows, and tracking contracts through to execution.
- Prepare and maintain presentations, reports, project documentation, and records in internal systems while ensuring accuracy and compliance with company procedures.
- Ad hoc support: Contribute to a variety of administrative and project-based tasks as needed, aligned with team priorities.

Requirements

- Fluent in German and English.
- Currently enrolled in a Bachelor's or Master's degree program, preferably in life sciences, or related fields.
- Available to work up to 20 hours per week (flexible to accommodate your academic schedule).
- Able to commute to our Munich office.
- Proficient in Microsoft 365 (Outlook, Excel, PowerPoint, SharePoint, etc.).
- Strong organizational skills and ability to manage multiple priorities.
- Service-minded, with a reliable and quality-focused approach.
- Understanding of business processes and/or project work.
- Previous student job or internship experience is a plus but not required.

About Genmab

Genmab is an international biotechnology company with a core purpose to improve the lives of patients through innovative and differentiated antibody therapeutics. For 25 years, its hard-working, innovative and collaborative team has invented next-generation antibody technology platforms and harnessed translational, quantitative and data sciences, resulting in a proprietary pipeline including bispecific T-cell engagers, antibody-drug conjugates, next-generation immune checkpoint modulators and effector function-enhanced antibodies. By 2030, Genmab's vision is to transform the lives of people with cancer and other serious diseases with Knock-Your-Socks-Off (KYSO®) antibody medicines.

Established in 1999, Genmab is headquartered in Copenhagen, Denmark with international presence across North America, Europe and Asia Pacific. For more information, please visit Genmab.com and follow us on LinkedIn and X.

Genmab is committed to protecting your personal data and privacy. Please see our privacy policy for handling your data in connection with your application on our website Job Applicant Privacy Notice (genmab.com).

Please note that if you are applying for a position in the Netherlands, Genmab's policy for all permanently budgeted hires in NL is initially to offer a fixed-term employment contract for a year, if the employee performs well and if the business conditions do not change, renewal for an indefinite term may be considered after the contract.