

Working Student – Clinical Travel & Event Support (all genders)

Working Student, Munich, Germany

At TRiCares, we are dedicated to providing innovative, minimally invasive treatment solutions for patients suffering from failing tricuspid valves. As a growing MedTech company based in Munich, we are looking for a proactive and skilled Working Student – Clinical Travel & Event Support to join our dynamic team in Munich and support us in our mission to improve patient care.

This is a unique opportunity to join a growing medical device company, where you will be part of a passionate and international team working towards transforming the landscape of cardiovascular treatment through innovative technology.

As a Working Student – Clinical Travel & Event Support, you will support the Clinical Case Coordinator in the preparation of clinical procedures, patient cases, and related events. You will assist with travel arrangements, logistical coordination, documentation, and administrative tasks, working closely with internal teams and external partners.

Key Responsibilities:

- Support the Clinical Case Coordinator with booking flights and hotel accommodation for TRiCares team members, external physicians, and proctors travelling to and from medical procedures at clinical sites in Europe and the US
- Assist the Clinical Case Coordinator with changes, cancellations, and amendments to existing bookings, often at short notice and in line with procedure and meeting schedules
- Maintain and continuously update the central overview of all travel itineraries, including traveller details, booking references, and travel dates, under the direction of the Clinical Case Coordinator
- Support communication with hotels, airlines, and travel agencies regarding reservations, special requirements, and rebookings
- Assist the Clinical Case Coordinator with the organization of event and meeting spaces during industry conferences, including researching suitable venues, coordinating booking arrangements with venue providers, and supporting related logistics for meetings with external participants
- Provide administrative support to the Clinical Case Coordinator, including preparing travel documentation and tracking travel- and event-related costs

Qualifications and Experience:

- Currently enrolled at a German university in a relevant field, such as business administration, tourism or hospitality management, event management, or a comparable degree programme
- Fluency in written and spoken English is required; German language skills are an advantage
- Strong organizational skills and excellent attention to detail, particularly when handling dates, names, travel details, and booking references
- Professional, responsive, and service-oriented communication skills
- A high level of discretion, reliability, and care when handling personal data and confidential business information
- Confident use of MS Office, particularly Excel or comparable spreadsheet tools, for maintaining clear and structured overviews
- A calm, flexible, and solution-oriented approach when plans change at short notice, as well as confidence in coordinating across European and US time zones
- Initial experience in travel booking, event coordination, or administrative support is an advantage, but not required
- Availability of approximately 15–20 hours per week during the semester, with the flexibility to coordinate working hours around university commitments

What We Offer:

- A dynamic and forward-thinking work environment, shaping the future of transcatheter heart valve therapy
- The opportunity to work in a truly international team, with talented and driven colleagues from around the globe
- A strong company culture rooted in collaboration, innovation, and purpose
- Excellent opportunities for personal and professional development in a fast-growing MedTech company
- A competitive compensation and benefits package tailored to your experience and contribution
- Regular team events and offsites to connect, celebrate successes, and foster team spirit
- An inclusive and respectful workplace where diversity is not only welcomed but valued

Ready to make a difference?

We look forward to receiving your application. Join us on our journey to transform patient care – one heartbeat at a time.

Apply now at: hr@tricare.de.