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We are hiring!

Clinical Trial Assistant

#1416567

PURPOSE

Provide administrative support to clinical projects under direction of line manager, Clinical Research Specialist and/or other designated clinical team members. Assists with general administrative functions as required.

RESPONSIBILITIES

- Assist colleagues in Clinical Operations or Regulatory and Start-Up departments with accurately updating and maintaining clinical systems that track site compliance and performance within project timelines.
- Assist the clinical team in the preparation, handling, distribution, filing, and archiving of clinical documentation and reports according to the scope of work and standard operating procedures.
- Act as a central contact for the clinical team for designated project communications, correspondence and associated documentation.
- May perform assigned administrative tasks to support team members with clinical trial execution.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Awareness of applicable clinical research regulatory requirements; i.e., Good Clinical Practice (GCP) and International Conference on Harmonization (ICH) guidelines
- Computer skills including working knowledge of Microsoft Word, Excel and PowerPoint
- Good written and verbal communication skills including good command of English language
- Effective time management and organizational skills
- Ability to establish and maintain effective working relationships with coworkers, managers and clients.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

High or Secondary School diploma/certificate or country's educational equivalent and 3 years administrative support experience; or equivalent combination of education, training and experience.

PHYSICAL REQUIREMENTS

- Extensive use of keyboard requiring repetitive motion of fingers.
- Extensive use of telephone and face-to-face communication requiring accurate perception of speech.
- Regular sitting for extended periods of time.