

### **Clinical Trial Administrator / Assistant**

The Clinical Trial Assistant has responsibility for assisting the clinical team with the comprehensive management of clinical trials and communication with study sites and the clinical team. The Clinical Trial Assistant will be a key member of the clinical team working closely with the Clinical Operations Manager and Clinical Study Manager, with a reporting relationship to the Head of Clinical Operations.

#### **Responsibilities:**

- Assist with the coordination and management of assigned trials, with guidance from the Clinical Operations Manager and Clinical Study Manager.
- Assist with setting up confidentiality agreements.
- Assist in the review of study documents such as informed consent forms, monitoring templates, and study manuals.
- Set-up of study tracking tools.
- Participate in the maintenance of clinical trial documents, processes and systems according to trial-specific scope of work and budget.
- Assist the clinical team in the preparation, handling, distribution, filing, and archiving of clinical documentation and reports according to the scope of work. Assist with periodic review of study files for completeness.
- Assist with clinical trial finance activities.
- Coordinate and participate in project team meetings, including the preparation of meeting agendas minutes and follow up on action items.
- Organize meetings (phone conference's; face to face...).
- Support in local study process, presentations, mailing to sites, newsletters and correspondence.

#### **Qualifications:**

- At least 2 years previous clinical research admin experience.
- Knowledge of time management.
- Excellent written and verbal English communication skills.
- Problem solving skills.
- Able to work independently.
- Excellent verbal and written communication skills.
- Strong organizational skills with attention to detail.
- Computer and MS Office proficiency.
- Thorough understanding of the processes associated with executing clinical trials.
- Knowledge of GCP and ICH required.

#### **Education:**

- Bachelor's degree in Life Sciences.