https://firstwave.be/job/clinical-trial-assistant/

Clinical Trial Assistant

Firstwave

Beginning of employment
To be determined

Description
FirstWave offers great opportunities for clinical trial assistants (CTAs). We offer increased income potential, outstanding career progression and exposure to cutting-edge technology with projects in the Medical Devices, Pharmaceutical & Biotechnology Industries.

A career at FirstWave provides many opportunities for Clinical Trial Assistants:

- On-the-job training for starters including ICH GCP training
- Strong therapeutic and project-specific training
- Strong support network from clinical management
- Regular performance reviews and career progress discussions with clear pathways to meet career goals
- Opportunities to advance within the CRA sector

Responsibilities of the Clinical Trial Assistant may include:

- As a Clinical Trial Assistant (CTA) you are part of a clinical trial team and responsible for the administrative support during the start-up, execution and closing of clinical studies. You have a wide variety of tasks and responsibilities. As a key person you are essential for a smooth flow of the clinical trial process.
- Assist Clinical Project Manager (CPM) and Clinical Research Associates (CRAs) 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 standard operating procedures (SOPs).
- Assist with periodic review of study files for accuracy and completeness.
- Assist CPMs with preparation, handling and distribution of Clinical Trial Supplies and maintenance of tracking information.
- Act as a central contact for the clinical team for designated project communications, correspondence and associated documentation.
- Assist in submissions of the study to CA and ERB/EC.
- You are responsible for administrative support towards the study site team.
- Organize and review translations of study documents.
- Coordinate and follow up site payments.

Additional information

- Computer skills including proficiency in use of Microsoft Word, Excel and PowerPoint
- Trilingual (English, French, Dutch) – speaking and writing
- Strong written and verbal communication skills
- Team player
- Effective time management and organizational skills
- Attention to detail and accuracy in work
- Ability to establish and maintain effective working relationships with co-

workers, managers and clients
- Career opportunities towards CRA possible

Qualifications

Qualified candidates possess a bachelor's or a Masters' degree in life sciences. A minimum of two years of experience in a clinical trial environment is required. Individuals with at least two years of experience in a health sciences field with formal training in medical terminology and anatomy will be considered. Travel can range from 20-60% on a national level or dependent on the project up to 80% international travel.