

CLINICAL PROJECT ADMINISTRATORS will:

- provide clerical support to project team (e.g., word processing, proofreading and editing correspondence, large and small documents, mailings, shipment of study files, fax and photocopy documents, assemble study documents, and arrange meetings, etc.)
- provide telephone coverage and related support duties
- set up and maintain clinical investigator files and documentation
- prepare investigator budget payments and tracking systems; generate tracking reports as assigned
- data entry and maintenance of selected study tracking databases
- prepare monitoring visit documentation for Clinical Research Associate
- prepare study-related documents and other materials for delivery to archives, at appropriate intervals
- perform other administrative duties as assigned by management

Qualifications:

- diploma Secondary Education or equivalent
- minimum one (1) year office experience or equivalent training.
- aptitude for handling and proofreading numerical data. Some spreadsheet software competency – preferred
- good oral and written communication skills in English.
- good organizational and time management skills.
- computer literacy (word processing and spreadsheet software).