Job Title: Clinical Trial Assistant

We are looking for a pro-active Clinical Trial Assistant (CTA) to join our team in Madrid.

Location: Central Madrid (near Plaza de Castilla)

Employment type: Permanent, full-time office-based position, with flexibility

Key Responsibilities:

- Assists CRAs, Lead CRAs (LCRAs) and Project Managers (PM) with the day-to-day administration of clinical studies.
- Tracks critical documents and informs PMs and/or LCRA of outstanding documents.
- Accurately updates and maintains clinical systems within project timelines.
- Ensures study related activities follow OXON SOPs and policies.
- Supports the study team in performing site feasibility and/or country feasibility.
- Prepares, distributes, files, and archives documentation throughout the study and at the end in both eTMF and paper files. Reviews study files periodically for accuracy and completeness.
- Assists PM / LCRA / CRAs with collection and filing of critical documents and documentation required for submission to Regulatory Authorities and Ethics Committees.

Qualifications:

- Experience of at least 1 year within a similar role. Skills set corresponding with relevant clinical trial experience or equivalent.
- Fluency in English (spoken and written).
- Strong verbal and written communication skills.

  Strong knowledge of MS Office (Word, Excel, Outlook, PowerPoint, MS Project…) and eTMF systems.
- CRO or Pharma experience
- Excellent interpersonal and organizational skills and the ability to collaborate and handle multiple priorities within a matrix environment. Highly organized.
- Ability to work independently and to effectively prioritize tasks. Perform activities in a timely and accurate manner.
- Ability to manage multiple projects.

Send your CV to Human Resources – OXON indicating: **Ref. CTA May 2017**:

hr@oxonepi.com