

***The Bellvitge Biomedical Research Institute is seeking a Clinical Trial Assistant (CTA) for the Legal Department.***

The IDIBELL is an entity that aims to promote, develop and disseminate biomedical research in the Bellvitge Campus, as well as encourage the transfer of technology and knowledge derived from research activities.

**Functions:**

- Management of research projects in the Clinical Trials Unit.
- Negotiation of contractual clauses.
- Control and data entry for all Clinical Studies (mainly Clinical Trials) / Agreements / Contracts, etc ... That are carried out within the framework of IDIBELL.
- Support in the elaboration and monitoring of economic budgets related to Clinical Studies.
- Monitoring and introduction of the necessary documentation for the correct functioning of the Clinical Trials Unit.
- Supervision of documentation to ensure maximum coverage in legal terms.
- Coordination with the legal department to ensure the correctness of all procedures.
- Attention to researchers and cover of their needs.
- Attention to companies and centers in all matters related to clinical studies.
- Collaboration with the Clinical Studies Invoicing unit.

**Requirements:**

- Degree in Law or in Public Administration Management
- Degree in life sciences (Biology, biotechnology, Pharmacy) will also be appreciated
- Previous experience as CTA, preferably in research center / pharmaceutical company
- Domain of computer tools, ability to handle complex DBMS.
- Catalan and Spanish, both spoken and written.
- High level of English (is a must).

**It will be valued:**

- Negotiation skills and ability to work autonomously.
- Both oral and written abilities to resolve conflicts.
- Motivation, initiative, leadership and learning ability.
- Capacity for teamwork.
- Efficiency and commitment.
- results oriented to be more competitive (excellence in work and reduce time).
- Flexibility and adaptability to different environments and cultures.
- immediate incorporation.

**We offer:**

- Contract of work and service
- Full time. Monday to Thursday from 8 / 9-17 / 18h and Friday from 8 / 9-16 / 17h
- Salary: € 19,287.25 Gross annual (review based on results).
- Work area: Bellvitge

**Documentation required:**

- Cover letter
- Curriculum vitae

**Observations:**

Applicants: The Candidates must submit the documentation through the IDIBELL website: <http://www.idibell.cat/modul/ofertes-feina/cat> Contact and Information: Human Resources. Biomedical Research Institute of Bellvitge. [rrhh@idibell.cat](mailto:rrhh@idibell.cat). Tfs: 93 260 7290; 93 260 7834. Fax: 93 260 77 82.