



Position: **Clinical Trial Assistant**

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Private Foundation Món Clínic Barcelona

We are a private, newly created, and non-profit Foundation, linked to the Hospital Clínic de Barcelona, whose mission is to strengthen people's health and improve the quality of life of citizens. To respond to our founding goals, we have a CRO for conducting clinical studies, initiated by the pharmaceutical industry or by researchers, both in the field of medicine and medical devices, offering a comprehensive portfolio of services to meet the needs of our customers.

Responsibilities:

The incorporated person will be responsible for:

- Assist Clinical Research Associates (CRAs) and Regulatory and Start-Up (RSU) team.
- Collection, and archiving of site information and documents during startup.
- Assistance in preparation of submission package to ECs/HA (initial, substantial amendments) and submission to EC/CAs
- Assist in the preparation of study and site-specific materials in accordance with relevant SOPs.
- Assist with Clinical Trial Agreement preparation, review and signatures.
- Preparation and maintenance of Investigator site file (ISF) and Trial Master File (TMF).
- Assist with periodic auditing/quality review of trial documentation.
- General administrative support to Project Manager and Coordinating monitor.
- Coordinate the shipment and tracking of study materials (paper ISF, CRFs, lab supplies...).
- Assist in coordinating investigator payments.

Requirements:

- Baccalaureate, higher vocational training in administration or university degree in the sciences (preferably in life sciences, medicine, or nursing)
- More than 2 years of experience in clinical trial administration in research (CRO, Pharma Industry, cooperative research groups, etc.)
- Written and verbal communication skills, good command of English language
- Computer literacy: working knowledge of Microsoft word, excel, Outlook.
- Effective time management and organizational skills.

Valuable:

- Knowledge of applicable regulatory requirement, GCP and ICH guidelines.
- Knowledge of clinical database applications for eTMF and CTMS.



Working conditions:

- Full time position
- Offices located in the center of Barcelona
- Salary range – To determinate
- Starting date of the contract: April 2024.

If you are interested in this offer, please send your CV to the following email:

amiralles@fundacionclinicbarcelona.cat