

# CLINICAL TRIALS ADMINISTRATOR

## DESCRIPTION

**Creative Pharma Services SA** is a customer oriented Contract Research Organization offering services to the Pharmaceutical, Biotechnology and Medical Devices Industry. Our mission is to meet customer needs, while maintaining strict confidentiality and professionalism.

The quality of our people is the cornerstone of Creative Pharma Services. Our Team consists of passionate, outcome-oriented, innovative, enthusiastic and with outstanding academic background people and that is our greatest asset. Due to our constant growth we are currently seeking for a:

## CLINICAL TRIALS ADMINISTRATOR

### Main Responsibilities

The job holder (CTA) will be responsible for the administration and coordination of all activities related with the aspects of Clinical Trails and furthermore the support of the Clinical team.

More specifically:

- Provides administrative support to the Project team in accordance with ICH, GCPs and respective SOPs
- Performs the creation, review and submission of clinical trial protocol, amendments and reports
- Maintains and updates all related databases
- Assists in the production of study reports and updates
- Prepares investigator budget allocation and payments
- Maintains the Trial Master Files up to date with all related study documents

### REQUIREMENTS

- A Bachelor's Degree in Natural Sciences
- Minimum 1 year of professional experience in a Clinical department
- Knowledge of contract handling will be highly considered

- Familiarity with ICH-GCP guidelines
- Technology savvy and pc literacy is a must
- Fluency in written and oral English
- Essential personality attributes: multi-tasker with ability to prioritize, ability to work in a fast paced team, attention to detail, ability to handle pressure and tight deadlines.

## **WHAT WE OFFER**

Creative Pharma Services is offering a competitive remuneration package according the Industry's standards. Nonetheless, we are also proud at Creative Pharma Services that we are an open and learning organization that fosters a collaborative, enthusiastic, fast paced working environment, but also an employer that invests in people's potential and growth.

All applications will be treated fairly and with strict confidentiality.