CLINICAL OPERATIONS SOLUTIONS

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KLIFO GmbH, Germany

KLIFO is looking for a Clinical Trial Assistant (CTA) for our Munich office

KLIFO A/S is a service provider of drug development competences and operational services to the pharmaceutical, biotech and med-tech companies in Europe, US and Asia. The areas covered by KLIFO include Clinical Trial Supply Solutions, Clinical Operations Solutions, Pharmacovigilance Solutions, Regulatory Affairs Solutions, CMC Development Solutions and Drug Development Counselling. KLIFO A/S has offices in Denmark, Sweden and Germany.

The German office (KLIFO GmbH) now wants to appoint a Clinical Trial Assistant for the conduct of clinical trials into a dynamic and experienced team within Clinical Operations Solutions in its Munich office. The people we want to engage like to work in a consulting environment and have a positive, proactive, flexible, self-driven and self-confident personality. We can offer a highly flexible, free and trustful working climate with exciting customers and projects among competent colleagues where your knowledge, experience and contribution are valuable and highly appreciated.

The position as Clinical Trial Assistant:

- The CTA is responsible for providing comprehensive support to the clinical team for the set up and administration of projects:
- Supporting the Project Manager and the Clinical Research Associates in the documentation, filing and management of projects, e.g. clinical trials
- Preparation and updating of project data base, the Trial Master Files and Investigators Files
- Participation in the preparation of trial documents for submissions to Competent Authorities and Ethics Committees/Institutional Review Boards
- Support of development of clinical trial filing plan
- Management of shipment/retrieval of study materials

The qualifications of the Clinical Trial Assistant:

- B.Sc. in the life sciences field, medical education or comparable knowledge
- Advantageous: knowledge of GCP guidelines, applicable regulatory requirements, medical terminology and clinical trial processes
- Good communication skills (written and verbal) in German and English
- Microsoft office skills
- Organizational skills
- Accurate and precise with attention to details

In addition to the above-mentioned qualifications the ideal candidate is a collaborative team player and has focus on service.

We offer:

- Work within different therapeutic areas and with tasks of varying complexity
- Work with a heterogeneous client pool (pharmaceutical companies, established biotech, inexperienced biotech, investigators/academia)
- Use - and elaborate - your competences and experience
- Work in an interactive, flexible and positive working environment
- A team of experienced colleagues
- Work in a European-based company with global reach
- Permanent employment, part-time employment possible (80%)

Location:
KLIFO has offices in both Denmark, Germany and Sweden. This position is located at our office in Munich, Germany.

Contact:
For more information, please contact Doris Wiegel, Managing Director KLIFO GmbH at +49 89 895286-0.

Applications should be sent to:
job@klifo.com marked CTA Munich Office
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KLIFO processes your application and all related personal data exclusively for the specific hiring process. Your data is processed as confidential information, cf. the current data protection law (GDPR).

Deadline: 15 Feb. 2020

KLIFO is an established and **integrated drug development consultancy** with offices in Denmark, Germany and Sweden. We provide end-to-end expert capabilities, enabling our partners to maximise opportunity, mitigate risks, drive innovation and achieve efficient project advancement. **For more information, visit KLIFO.com**

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KLIFO
An Integrated Drug Development Consultancy