CLINICAL TRIAL ASSISTANT

KLIFO is looking for talented and committed Clinical Trial Assistant (CTA)

KLIFO is expanding and wants to engage a Clinical Trial Assistant into a dynamic and experienced team within Clinical Operations Solutions. 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.

KLIFO 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 Operations Solutions, Pharmacovigilance Solutions, Clinical Trial Supply Solutions, Regulatory Affairs Solutions, QA Solutions, CMC Development Solutions and Drug Development Counselling. KLIFO has offices in Denmark, Sweden and Germany.

The position as Clinical Trial Assistant:
The CTA is seen as a document manager and responsible for setting up and maintaining the Trial Master File as well as filing plans. Further, the CTA is responsible for providing comprehensive support to the clinical team for the set up and administration of projects conducted by KLIFO, i.e.:

- Preparation and updating of the Trial Master Files and Investigators Files
- Supporting the Project Manager and the Clinical Research Associates in the management of clinical trials
- Management of shipment/retrieval of study materials
- Supporting the Project Manager in meeting organisation

The qualifications of the Clinical Trial Assistant:
The Clinical Trial Assistant should possess the following qualifications:

- A minimum of 2 years in a similar position in the pharmaceutical industry/CRO. Candidates within business administration or Librarian, or equivalent will also be considered
- Knowledge of GCP guidelines, applicable regulatory requirements, medical terminology and clinical trial processes
- Good communication skills (written and verbal)
- Computer skills, ability to use the Microsoft Office Package (Word, Excel, etc.)

In addition to the above-mentioned qualifications the ideal candidate is a service minded and collaborative team player that possesses planning skills, attention to detail and is fluent, spoken and written, in English and in a Scandinavian language.

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)
- Build international client relations
- Use - and elaborate - your competences and experience
- Work in an interactive, flexible and positive working environment

As KLIFO is a smaller service provider, you will experience a high level of transparency, influence and a good possibility for individual planning. KLIFO is located in Smedeland 36, 2600 Glostrup. Further information about KLIFO can be found at www.klifo.com

Contact:
For more information, please contact Tina Hjorth, Senior Clinical Research Director, COS, at 44 222 934.

Applications should be sent to:
job@klifo.com before 12th June 2020, marked CTA.

For more information about KLIFO A/S (Denmark) please visit www.KLIFO.com

KLIFO
An Integrated Drug Development Consulting