

Clinical Trial Assistant

Position Summary:

The Clinical Trial Assistant (CTA) will report to the Executive Director, Clinical Operation and will support the activities of the clinical operations team to ensure timely start-up and smooth maintenance of operational and regulatory requirements of clinical studies from study initiation through study closeout.

Essential Duties and Responsibilities:

- Accurately update and maintain clinical systems within project timelines
- Prepare, handle, distribute, file, and archive clinical documentation and reports
- Review of study files periodically for accuracy and completeness
- Prepare, handle and distribute Clinical Trial Materials and maintenance of tracking information
- Provide sample management and tracking
- Assist with data review and collection
- Review team meeting minutes and prepare meeting agendas as applicable
- May act as a central contact for the clinical team for designated projects communications, correspondence and associated documentation
- Perform administrative tasks to support team members with clinical trial execution as needed

Qualifications:

- Bachelor's degree in a scientific discipline or equivalent
- At least 2 years CTA experience and working with vendors
- Must have strong knowledge of DIA eTMF structure and FDA/ICH/GCP guidelines
- Must have excellent interpersonal, written, and verbal communication skills, administrative skills, organizational skills, and computer ability
- Excellent computer skills in the following programs: MS Word, PowerPoint, and Excel
- Ability to "roll up your sleeves" and individually contribute results to department goals

Essa provides medical, dental, vision, disability and life insurance benefits as well as 401(k) with a company match, PTO, paid holidays and telecommuting options. Equity participation and participation in the ESPP is available to all employees.