



Graduate Trainee, Clinical Operations (Entry - Project Coordinator)

Job Location: Munich, Germany

Overview

Medpace is a global, full-service Clinical Research Organization (CRO) specializing in a multitude of therapeutic areas. Our headquarters are located in Cincinnati, Ohio, USA and we are active in over 45 countries across the globe. We continue to steadily grow and are looking to add to our team!

Our global activities are growing rapidly, and we are currently seeking a full-time, office-based Graduate Trainee/Entry - Project Coordinator to join our Clinical Trial Management team. This position will work on a team to accomplish tasks and projects that are instrumental to the company's success. If you want an exciting career where you use your previous expertise and can develop and grow your career even further, then this is the opportunity for you.

As a paid, full-time Graduate Trainee/Entry - Project Coordinator you will have the opportunity to work within Clinical Trial Management, supporting our many projects and gaining some vital experience. You will be a productive member of the team, and will be mentored and supported as you develop your skills. Working directly with Clinical Trial Managers, you will gain valuable hands on experience to enable you to develop a career in clinical research.

Responsibilities

- Provide day-to-day departmental/project support activities, such as maintenance of project-related files and faxing documents to sites;
- Coordinate and provide minutes for department/project meetings or conference calls;
- Conduct quality control of documents;
- Maintain spreadsheets and compile reports; and
- Perform other tasks as needed.

Qualifications

- A minimum of a Bachelor's degree in a Life Sciences field;
- Some experience in an office setting is preferred;
- Excellent organizational and prioritization skills;
- Knowledge of Microsoft Office;
- Great attention to detail and excellent oral and written communication skills; and
- Fluency in spoken and written English.

WHY MEDPACE?

Finding work that is challenging, where you are given the tools and training to succeed, where you are rewarded and are provided opportunities to grow professionally are just a few reasons talented individuals join the Medpace team.

WHAT TO EXPECT NEXT

Please apply with an English CV and cover letter via our careers website <https://international-medpace.icims.com/jobs/2999/graduate-trainee%2c-clinical-operations-%28entry---project-coordinator%29/job>. A member of our recruitment team will review your qualifications. If interested, you will be contacted for an interview.

EO/AA Employer M/F/Disability/Vets