Sourcia.

Sourcia is a full service CRO tailor-made for small to medium-sized companies with offices in Gräfelfing (Germany), Zevenbergen (the Netherlands).

We are growing and are looking for our colleagues at our offices in Gräfelfing:

Clinical Trial Coordinator

As Clinical Trial Coordinator (f/m/n) you comprise an integral part of the research team. Part time is possible. You are actively supporting the project team to organize and manage all aspects in the conduct of our international clinical trials.

Work activities include:

- Supporting Project Management in all aspects of project execution
- Attending investigator meeting(s)
- Developing a preliminary budget and verify all costs
- Preparing for study initiation
- Maintaining study files (Trial Master File)
- Tracking and maintaining the study budget and timelines
- Preparation of study specific templates and presentations
- Maintaining communication and correspondence with all parties involved
- Scheduling and attending of project meetings (including writing of minutes)

Your profile:

- Degree in Life Science or equal experience in clinical development / monitoring
- Excellent interpersonal skills to deal effectively with clinicians, patients, administrators, auxiliary personnel, regulators, monitors and sponsors
- Knowledge of medical terminology
- Knowledge of ICH-GCP and industry standards
- Familiarity with the Microsoft Office Suite
- Excellent organizational skills to independently manage work flow
- Ability to prioritize quickly and appropriately

We are looking forward hearing from you – please send your application to info@sourcia.eu