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## Job Posting Clinical Trial Assistant

### Position Overview:

The Clinical Trial Assistant (CTA) is responsible for supporting the study team with the management and oversight of in-home study visits for clinical trials.

### Primary Responsibilities and Essential Functions:

***To perform this job successfully, incumbent must be able to satisfactorily perform the essential functions of the role without or with reasonable accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

- Manages administrative support for their assigned projects, including but not limited to document creation, mailing, filing, project tracking, meeting minutes, shipping, and reviewing source documents for completion and good documentation practice.
- Transfer data from paper format to electronic.
- Retrieve data and answer questions pertaining to study oversight.
- Organize, file, and maintain study documents.
- Review or audit clinical research files.
  - Prepare correspondence, documentation, and presentations on findings.
- Communicates via electronic mail acknowledging and sending correspondence in a professional, timely manner.
- Escalate quality concerns to study project manager.
- Performs other project related duties as assigned by the Project Manager, Home Trial Coordinator, or Line Manager.

Note: This is not intended to be an exhaustive list of duties and responsibilities. There may be other duties as assigned.

### Qualifications including Education, Experience, and Skills:

- Associate Degree or equivalent experience defined as a minimum of 4 years related, combined experience in education, knowledge, and skills that will enable the incumbent to perform the tasks of the role proficiently
- Proficient computer skills including Microsoft Office Suite.
- Self-directed and able to work without supervision.
- Excellent written and verbal communication skills.
- Ability to multitask, prioritize, and manage time efficiently.
- Ability to lift/move heavy boxes as required for shipping responsibilities (up to 50 lbs.).

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