Argentina Jobs Expertini®

Clinical Trial Administrator II

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Company: PSI CRO

Location: Buenos Aires

Category: computer-and-mathematical

Job Description

Join our international team and be the key support to clinical research projects, streamlining communication, maintaining systems and managing documents & information.

Hybrid position in Buenos Aires, Argentina

[redacted]

Customization of Site ICF/patient documents before sending it to sites;

EC- IRB submissions;

Site Room, Veeva Vault, electronic Trial Master file and CTMs (including set up and maintenance);

Site file preparation for SIV (Printing and assembling documents);

Collection and filing documents from sites for MOH submissions;

Coordinate the translation of documents;

Collection/QC/filing of site documents– all documents required per Data Management Plan, not limited to Investigational Product Release-Enabling Document;

Accesses to systems: Collecting vendor access information from sites in the format

requested.

#LI-Hybrid

Qualifications

College/University degree or an equivalent combination of education, training & experience;

Minimum 1 year of industry experience

Administrative work experience, preferably in an international setting;

Local regulations knowledge

Prior experience in Clinical Research;

Full working proficiency in English and Spanish;

Proficiency in MS Office applications;

Ability to plan and work in a dynamic team environment;

Communication and collaboration skills.

Additional Information

Advance your career in clinical research, coordinating a variety of tasks and learning new things while growing with the company.

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