



Job Description

Position Title: Clinical Research Coordinator
Reports to: Director of Clinical Affairs
Department: Clinical

PURPOSE OF JOB: The clinical research coordinator will be responsible for various processes and activities to support the clinical affairs department.

MAJOR DUTIES AND RESPONSIBILITIES:

- Perform data entry in various clinical trial management systems
- Complete delegated clinical project deliverables per schedule.
- Generate status reports on subject screening and enrollment per study
- Assist with device and regulatory document tracking systems
- Assist CRA in creating site training materials, subject and regulatory binders study binders
- Support Project Manager on site accruals
- Shipment of clinical product (regulatory binders and Aerin Devices) to various sites

EDUCATION REQUIREMENTS:

- Associates Degree or higher

EXPERIENCE REQUIREMENTS:

- Microsoft office: 1 year
- Excel: 1 year
- Smartsheet preferred

OTHER QUALIFICATIONS:

- Proven flexibility and adaptability
- Ability to work collaboratively in a team or independently as required
- Skilled with Microsoft Office with the ability to learn appropriate software and internet-based programs