

CTA (Clinical Trial Associate)

Academic Research Organization (ARO)



VHIR offers a vacant position within its Academic Research Organization for a CTA to develop and manage administrative activities of clinical research projects related to the PLATAFORMA DE UNIDADES DE INVESTIGACIÓN CLÍNICA Y ENSAYOS CLÍNICOS” file number PT17/0017/0001, funded by ISCIII and co-funded by FEDER, according to the call “Acción Estratégica en Salud 2013-2016” of 2017.

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JOB DESCRIPTION

Education and qualifications:

Required.

- University Degree or equivalent in Health Sciences.
- Training in administrative clinical trials activities.
- A very good command of Catalan and Spanish is required.
- Intermediate-high level of English, both written and spoken.

Experience and knowledge:

- Proven experience in administrative tasks related to clinical research projects.
- Responsibility and flexibility.
- Ability to work autonomously.
- Excellent communication and organizational skills
- Ability to work in teams

Vall d'Hebron Research Institute promotes research and biosanitary innovation. Its aim is to find and to apply solutions to people's health problems. VHIR takes a chance on disruptive research based on daily health problems arising from the hospital, with an international outlook. We transfer to society the knowledge developed in our research lines and we are one worldwide reference in clinical trials.



In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **HR Excellence**. This recognition proves that VHIR endorses the general principles of **the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (Charter & Code)**. Thus, there are no restrictions of gender, national origin, race, religion, sexual orientation or age and **candidates with disabilities are strongly encouraged to apply.**



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Main responsibilities/duties:

- Prepare regulatory packages.
- Submission to Ethical Committees and Competent Authorities.
- Site contract management.
- Preparation and maintenance of the trial master files.
- Support Project Manager and Clinical Research Associates.
- Support and assistance in the preparation and organization of researchers' meetings.
- Collaboration in the design of specific materials for each trial or study.
- Registration and control of the activities for each project.
- Collaboration in the organization of workshops, seminars and/or courses established by the Unit.

Labour conditions:

- Full-time position (associated with the project Plataforma de Unidades de Investigación Clínica y Ensayos Clínicos of the ISCIII- PT17/0017/0001)
- Gross Annual Salary: € 22.823,22
- Starting date: 01/04/2021
- Temporary position linked to the project (Ending date: 31/12/2021)

What can we offer?

- Skillful and social colleagues in a dynamic environment.
- Challenging tasks and a wide range of responsibilities.
- Personal training opportunities.

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- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more)

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HOW TO APPLY

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "CTA - ARO" to the following email address: seleccio@vhir.org

Please check on VHIR's official website the specific dates to submit your application. After this period the vacancy will be closed.



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