O4Research

Clinical Project Coordinator – Role Summary

About O4 Research

O4 Research is a successful Clinical Research Organisation (CRO), providing clinical research solutions to the pharmaceutical, biotechnology, medical device and consumer health industries. We specialise in the strategic planning, set-up and conduct of Phase II-IV Clinical Trials and RWE/Non-Interventional Studies for our top 20 Pharma partners across the UK, Ireland and Europe.

Our multidisciplinary team of clinical research professionals thrive in the challenging, innovative and fulfilling nature of our work. Each member of our team is valued and actively contributes to the advancement of human health programmes across a wide spectrum of therapeutic areas, as together we incorporate our unique values into successful delivery of every study – open, original, obsessive, and always on your side. Our culture also enables significant opportunities for personal development and career advancement across clinical operations functions for every member of our team.

About the Role

O4 Research is recruiting for a Clinical Project Coordinator to join our growing team and work across a range of therapeutic areas for our commercial partners. At O4, we place the patient at the heart of our thinking and we are looking for like-minded individuals with a focus on delivering the best quality solutions for our clients through innovation and collaboration. As together, we seek to transform the future of clinical research for the benefit of us all.

This role offers a fantastic opportunity for professional success and development by working with our multidisciplinary team.

This is a Full/Part Time permanent position working out of our headquarters in Belfast with a competitive package based on experience.

Key Role Responsibilities

- Develops, maintains and manages appropriate study documentation in line with guidance including ICH-GCP, applicable regulatory requirements, O4 and relevant client SOPs.
- Assists the Clinical Project Management team with study start-up activities, study maintenance and close-out activities relative to multicentre studies UK/Ireland wide.
- Accurately updates and maintains Clinical Trial Management Systems within project timelines and assists with study tracking and investigative site payments.
- Contributes to the development of innovative approaches to increasing patient study awareness and help maximise participant retention.
- Assists with the creation of presentation materials/media for use at Investigator meetings or site visits and delivery of on-site training e.g. on EDC system, protocol specific requirements or equipment as delegated by the CPM
- Assists the Clinical Project Manager or Clinical Research Associate with pre-study visits, scheduled site progress teleconferences and aspects of remote monitoring.

Qualifications

Required Qualifications

- BSc degree or equivalent required, preferably in Life Sciences.

Skills & experience

- Experience in the CRO or Pharmaceutical industry is preferred
- Self-motivated with ability to work, solve problems and make decisions unsupervised
- Strong attention to detail and ability to follow a task through to completion
- Strong written and verbal communication skills
- Ability to multi-task, organise work effectively and deliver in a fast-paced environment
- Flexible and responsive to new ideas in a changing environment.
- Current and valid eligibility to work in UK and Ireland

If you would like to join a team of clinical research professionals who are seeking to transform healthcare and can offer opportunities for professional development within a fast paced and exciting environment, then we would like to hear from you. Please send your CV via the link provided or to careers@o4research.com.

Please note that due to the high volume of applications which we receive we will only be able to apply to candidates whom we are inviting for interview.

For Information visit www.o4research.com

Strictly no agency support services are required for this role