

Clinical Study Administrator/Finance (Oncology)

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Company: AstraZeneca

Location: Istanbul

Category: other-general

Description

Contacting CROs in order to confirm project-based payments, forwarding expanses to related CRAs and PMs

All expense-patient related payments for institutions

Documentation of payments both in electronic and non-electronic systems

Creating, editing PO in SAP

Communication with local and global finance

Stamp free tracking

Editing, getting signed and following the contracts between AstraZeneca and vendors

Adding new vendors to electronic systems

Editing the information of vendors/institutions

Creating single source form for POs

Follow payments ' receipts and gathering them from the vendor/institutions

Gathering invoices from institutions and delivering them to finance

Why AstraZeneca?

A high performing team, we work hard to not just meet but go beyond the needs of patients and the wider healthcare industry We leverage our partnerships with external experts across the industry, to create and communicate evidence that changes medical practice. As a partner for many, we effectively communicate complex ideas whilst seeking to understand ever-changing needs and requirements. Our valuable contribution and scientific expertise is responsible for advancing our pipeline and accelerating our pathway to finding a cure. Are you already imagining yourself joining our team? Good, because we can't wait to hear from you.

Where can I find out more?

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Date Posted

08-Mar-2024

Closing Date

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