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Clinical Trial Administrator.

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Company: PSI

Location: Ankara

Category: other-general

Job Description

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

Hybrid role in Ankara, Turkey

You will:

Provide project administrative support

Be responsible for document management

Act as the first point of contact for investigational sites, vendors, and multi-functional project teams

Update and maintain (automated) tracking systems and schedules

Coordinate various activities within clinical research projects

Support organization of internal team meetings, prepare agendas and minutes

Qualifications

College/University degree

Minimum 12 months' experience as a Clinical Trial Administrator in clinical research environment

Administrative work experience, preferably in an international setting

Full working proficiency in Turkish and English

Proficiency in MS Office applications

Ability to plan, multitask and work in a dynamic team environment

Communication and collaboration skills

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