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Clinical Trial Coordinator

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Company: Thermo Fisher Scientific

Location: Turkey

Category: other-general

At Thermo Fisher Scientific, you'll discover meaningful work that makes a positive impact on a global scale. Join our colleagues in bringing our Mission to life - enabling our customers to make the world healthier, cleaner and safer. We provide our teams with the resources needed to achieve individual career goals while taking science a step beyond through research, development and delivery of life-changing therapies. With clinical trials conducted in 100+ countries and ongoing development of novel frameworks for clinical research through our PPD clinical research portfolio, our work spans laboratory, digital and decentralized clinical trial services. Your determination to deliver quality and accuracy will improve health outcomes that people and communities depend on – now and in the future.

Our global Clinical Operations colleagues within our PPD clinical research services provide end-to-end support for clinical trials from study start up to monitoring through to study close out, across commercial and government contracts. Together, we help clients define and develop clinical programs, minimize delays, and execute high-quality, cost-efficient clinical studies.

Position Overview:

As a , you will provide administrative and technical support to the Project Team. You will support audit readiness by ensuring files are reviewed on schedule detailed in the organization's WPD and department guidance document.

Essential Functions:

According to the specific role (Central or Local), coordinates, oversees and completes

functions on assigned trials activities detailed on the task matrix.

Performs department, Internal, Country and Investigator file reviews as assigned and documents findings in appropriate system.

Ensures allocated tasks are performed on time, within budget and to a high-quality standard. Proactively communicates any risks to project leads.

Supports the maintenance of study specific documentation and systems including but not limited to: study team lists, tracking of project specific training requirements, system access management, and tracking of project level activity plans in appropriate system.

Provides system support (GoBalto & eTMF).

Supports RBM activities.

Performs administrative tasks on assigned trials including but not limited to: timely processing of documents sent to Client (e)TMF as assigned, performing (e)TMF reviews, performing mass mailings and communications as needed, providing documents and reports to internal team members.

Supports scheduling of client and/or internal meetings.

Reviews and tracks local regulatory documents.

Transmits documents to client and centralized IRB/IEC.

Analyzes and reconciles study metrics and findings reports. Assists with clarification and resolution of findings related to site documentation.

Maintains vendor trackers.

Assists with coordination, compilation and distribution of Investigator Site File (ISF) and Pharmacy binder materials and non-clinical study supplies to sites.

Assists with study-specific translation materials and translation QC upon request.

Keys for Success:

Education and Experience:

High / Secondary school diploma or equivalent and relevant formal academic / vocational

qualification.

Bachelor's degree preferred.

Previous experience that provides the knowledge, skills, and abilities to perform the job (comparable to 0 to 1 year).

In some cases an equivalency, consisting of a combination of appropriate education, training and/or directly related experience, will be considered sufficient for an individual to meet the requirements of the role.

Knowledge, Skills, Abilities:

Ability to work in a team or independently as required

Good organizational skills and strong attention to detail, with proven ability to handle multiple tasks efficiently and effectively

Demonstrated ability to effectively analyze project-specific data/systems to ensure accuracy and efficiency

Strong customer focus

Flexibility to reprioritize workload to meet changing project timelines

Proven ability to attain and maintain a good working knowledge of applicable Country Regulations, ICH Good Clinical Practices, and organization/Client SOPs and WPDs for all non-clinical/clinical aspects of project implementation, execution and closeout

Good English language and grammar skills and proficient local language skills as needed

Advanced digital literacy, proficient in MS Office (Word, Excel, and PowerPoint) and ability to obtain knowledge and master all clinical trial database systems

Ability to successfully complete PPD clinical training program

Self-motivated, positive attitude and good interpersonal skills

Why Join Us:

We hire the best, develop ourselves and each other, and recognize the power of being one team. We understand that you will want to grow both professionally and personally throughout

your career, and therefore you will benefit from an , ensuring you reach your potential.

What we offer:

As well as being rewarded a competitive salary, we have an extensive benefits package based around the health and well-being of our employees. We have a , where PPD clinical research services truly value a work-life balance. We've grown sustainably year on year but continue to offer a collaborative environment, with teams of colleagues eager to share expertise and have fun together. We are a global organization but with a local feel.

Our Mission is to enable our customers to make the world healthier, cleaner and safer. Watch as our colleagues explain 5 reasons to work with us. As one team of 100,000+ colleagues, we share a common set of values - Integrity, Intensity, Innovation and Involvement - working together to accelerate research, solve complex scientific challenges, drive technological innovation and support patients in need. #StartYourStory with PPD, part of Thermo Fisher Scientific, where diverse experiences, backgrounds and perspectives are valued.

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