

Job Description - Clinical Trial Assistant

Required Experience – 6 month to 4 Year

Required Qualification – Any Science Graduate

Assist Project Manager and Clinical Research Associates (CRAs) with accurately updating and maintaining clinical systems that track site compliance and performance within project timelines.

Assist the clinical team in the preparation, handling, distribution, filing, and archiving of clinical documentation and reports according to the scope of work and standard operating procedures. Assist with periodic review of study files for accuracy and completeness.

Assist Project Manager with preparation, handling and distribution of Clinical Trial Supplies and maintenance of tracking information.

Assist with the tracking and management of Case Report Forms (CRFs), queries and clinical data flow.

Act as a central contact for the clinical team for designated project communications, correspondence and associated documentation.

Updates various study trackers assigned by Project Manager

Maintenance of trial related documents and files within the facility.

Liaising with other functional groups and providing updates to Project Manager.

BA-BE Monitoring Activity

If you are interested send your updated CV with below mentioned detail to recruit@lambda-cro.com

Job Code	Name	Qualification	Total Experience	Current CTC	Expected CTC	Preferred Location