NOVADIP BIOSCIENCES (www.novadip.com) is an innovative biotech company expert in the development of novel regenerative medicines. This human-sized structure is a leader in new generation therapies for hard & soft tissue reconstruction from autologous adipose stem cells.

NOVADIP BIOSCIENCES is a French/English-speaking work environment based in Mont-Saint-Guibert (close to University of Louvain-la-Neuve and Brussels area), Belgium, Europe. In order to support our clinical developments, we are actively looking for a (m/f):

Clinical Trial Assistant

Responsibilities:

As a Clinical Trial Assistant, you provide an efficient and rigorous administrative support to the clinical department consisting of the Chief Medical Officer, a Medical Officer, a Clinical Project Manager, a Clinical Quality Manager, a Clinical Research Associate and a Project Coordinator. You closely collaborate with them.

Your main responsibilities are as follows:

- **Project administrative support** :
  - archiving and organizing the Trial Master File ;
  - generation of filing indexes and maintenance of lists of correspondence ;
  - key administrative contact between vendors, study team and study sites ;
  - general logistic support for clinical trials such as agenda's, taking minutes ;
  - department administrative support ;
  - give support to all Project related activities carried out by CRA/PM.
- **Project Start up activities** including : support or contribute to clinical study protocol writing, creation of data collection forms, ethics committee contacts, site pre- study assessments, site training, site financial agreements.
- **Active project activities** : support or contribute to monitoring and study data validation, ensure site compliance, management of (S)AEs, direct contact with site investigational team, reporting site status to project accountable team member, ensure update of project tools and tracking systems.
- **Post project activities** : support or contribute to site closure activities and archiving activities.
- Report work evolution and clinical results to the Chief Medical Officer.

Profile:

- Bachelor or Master degree.
- A first biotech/pharma industrial experience ideally in a clinical monitoring/support position.
- Interest in learning, intellectual curiosity and autonomy.
- Strong communication skills in English and French. The command of Dutch is an asset.
- Organized and rigorous with an excellent attention to details.
- Able to work in a multitasking environment.
- Good computer skills (Office, DB etc.).

Offer:

- A diversified full-time permanent position within a high-potential innovative biotech company.
- To work in a human-sized, dynamic, respectful and professional environment.
- The opportunity to take part in a challenging scientific and business growth.
- Varied contacts inside the company and with the biotech/pharma sector.
- An attractive salary package in line with the position responsibilities and your experience.

Interested?

Please send your CV together with an adapted cover letter to recruitment@pahrtners.be or via http://www.pahrtners.be/job/clinical-trial-assistant/. Ref: **CTA**.

Your application and related information will remain strictly confidential**.**