



Clinical Trial Assistant – Phase II & III
Montreal Health Innovations Coordinator Center
Full Time

The Montreal Health Innovations Coordinating Center (MHICC) is a full service contract research organization targeted on multicenter and multinational clinical trials. We provide services to the academic community and to the pharmaceutical, biotechnology and medical device industries. Our main goal is to establish a partnership with our customers to ensure a successful implementation of their project while respecting the scope of work, budget, timelines and highest standards of quality.

POSITION SUMMARY

The Montreal Health Innovations Coordinating Center (MHICC) is looking for a full time Clinical Trial Assistant. The incumbent in this role will be responsible to apply their clinical trial assistant knowledge and skills in the overall conduct of the Phase II-III clinical trials in accordance with the protocol, scope of work and Standard Operating Procedures. The Project Manager will interact with site investigators, study coordinators, various clinical personnel, Clinical Research Associates (CRAs) and sponsors representatives.

RESPONSIBILITIES

- Act as a resource for project managers in the development and maintenance of the central database of investigators for clinical studies;
- Assist and support project managers to carry out study activities in accordance with Good Clinical Practices;
- Set up and maintain the study files for each study;
- Assure documents and correspondence between all study participants (internal collaborators, investigators, external collaborators) are maintain and filed as required for research projects ;
- Keep the various study trackers up to date;
- Ship clinical study materials in Canada and internationally according to the needs of the studies;
- Organize and assist in the activities of the various meetings and / or committees of clinical studies;
- Provide administrative and clerical support to the study team and to the MHICC, as required

REQUIREMENTS

- College diploma (DEC) in administration or equivalent (**compulsory**)
- Perfectly bilingual spoken and written French / English (**compulsory and tests to be passed**)
- Relevant experience (2 years) in the pharmaceutical, biotechnology industry or in a contract research organization (an asset);
- The person selected must be proactive, autonomous, creative and a "team player"
- Skills of the MS Office suite (Word, Excel, and PowerPoint) intermediate level (**tests to pass for Word & Excel**)

WORK CONDITIONS

- 35 hours weekly base
- Pre-approved overtime paid
- Flexible work schedule for work-family balance
- Hybrid model (working from home (3 days) and office (2 days))
- 4 weeks' vacation after one year
- 13 statutory holidays



**INSTITUT DE
CARDIOLOGIE
DE MONTRÉAL**

- Defined retirement benefits
- Group insurance
- 9.6 day off sick days

The Montreal Heart Institute offers a wide range of benefits aimed at employees' health, well-being and quality of life at work, including free access to the EPIC Centre, Recharge cabins and silence rooms, as well as various other benefits.

TO SUBMIT YOUR APPLICATION

Final date to apply: **October 25, 2024**

<https://atlas.workland.com/work/45430/assistante-chargee-de-projets-etudes-cliniques-phase-ii-iii>

Visit our websites : [Montreal Health Innovations Coordinating Center \(MHICC\): LinkedIn](#), www.icm-mhi.org et www.mhicc.org

We offer equal employment opportunities to all.

Only candidates that have been selected for an interview will receive a written answer.