



PROJECT ASSOCIATE

FIDELIS RESEARCH is a Life Science Service Company conducting human tissue procurement projects and clinical trials. Our network of investigational sites includes top specialists in their field.

We organize tissue, blood and biological fluids procurement on a prospective basis for pharmaceutical, biotechnology, medical device and pre-clinical contract research companies who aim to facilitate their medical research. We have also established Clinical Research Units in many investigational sites in the country, where we successfully conduct clinical trials.

Currently, due to immediate business need, **FIDELIS RESEARCH** is looking for Project Associate in Sofia, Bulgaria.

Description

The Project Associate will be responsible for:

- Assistance in preparation for the requested by the upper management site materials (study tracking, filing, etc.)
- Project support, collection sites visits, collation of reports
- Assistance for tissue procurement sites according to GCP, SOPs and regulatory requirements
- Assistance in conducting site feasibility and assessment
- Assistance in submitting documents to Ministry of Health, Executive Agency for Transplantation, hospital Local Ethics Committees
- Assistance in preparation of the TMF and all site and study related documents/database
- Assistance with general office administration (keep registries, schedule meetings, organize venues for trainings)
- Coordination of clinical trials in dedicated investigational sites
- Data entry of source data generated during patient clinical trials

Requirements:

- University Degree in Medicine, Pharmacy, Biology, Biotechnology, Nursing or equivalent

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- Administrative experience will be considered as an advantage
- Excellent communication and organization skills, ability to perform multitasking
- Excellent computer skills (Excel, Word and PowerPoint)
- Excellent command in English
- Enthusiastic, proactive, positively thinking, engaged, self-driven and communicative personality
- Strong feeling of high quality standards, reliability and adoption of timelines
- Positive approach on challenging tasks
- Valid driving license
- 40% travel may be required

FIDELIS RESEARCH offers you a career opportunity in a developing company with an international exposure and excellent working conditions including a competitive remuneration package and on and off the job training.

If you are interested in this position, please send a detailed CV and a cover letter in English language no later than June 30th, 2018.

All applications will be treated in strictest confidentiality. Only short listed candidates will be contacted.