



The successful candidate will be responsible for working with investigational sites in preparing regulatory documentation for submission to the IRB. Documents include but are not limited to protocol submission, financial disclosure forms, informed consents, site regulatory document collection, CSA negotiations, and clinical document review services etc. Coordinator will work with academic sites to create and negotiate budgets as well as mentor junior Clinical Analyst and Associate level staff.

Experience/Minimum Requirements: Ideal candidate will have experience working as an In-house CRA or strong experience working with regulatory documents. Minimum of 2-3 years clinical research experience, at least 1 year of which has been involved in contract negotiation, site regulatory document collection and review, start up activities, and/or clinical site monitoring.

Education/Degree: 4-year BA/BS degree and relevant clinical or business experience.

Skills:

- Demonstrated ability to successfully manage a full workload across multiple-projects
- Above average interpersonal skills
- Ability to understand and maintain client confidentiality
- Good interpersonal skills and communication which requires the accurate perception of speech Comprehensive knowledge of relevant software: Windows, Word, Excel, Outlook database
- Excellent negotiation skills
- Organized with solid oral and written communication skills
- Solid analytical and problem solving skills
- Audiology experience is a plus

Send Resume to kasicj@otologics.com.