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# Example of Activation Coordinator Job Description

Our company is looking for an activation coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for activation coordinator

* Provide information and updates on any current studies in the start up process at all Sponsor meetings
* Follow up with correspondence to new leads
* Track all site metrics relating to the study start up process for each Strategic Site
* Track and report statistics on Strategic Site accrual and overall performance history
* Coordinate and lead Protocol Review Committee Meeting
* Coordinate and lead individual Strategic Site Operation Meetings
* Provide additional reports as requested on all study activity
* Maintain and update all Site Profiles
* Create and update all Strategic Site pages on, including uploading study documents and creating study folders within Strategic Site pages
* Intercede as needed to facilitate Site to Sponsor communication during pre-study phase

## Qualifications for activation coordinator

* Candidate must also have good diplomatic skills to balance client’s expectations with IOC’s rules and guidelines
* Develop and maintain excellent relationships with research staff, physicians, and other departments within Clinical Operations
* Attend tumor program meetings with Principal Investigators
* Maintain updated Site List and Contact Information
* Ensure all CDAs, Questionnaires, and Pre-study Site Visit Follow-up Forms are accurately tracked for completion
* Create, update, and distribute Key Studies Reports bi-weekly within the company