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# Example of Clinical Trial Assistant Job Description

Our company is looking to fill the role of clinical trial assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clinical trial assistant

* Effectively uses available tools and systems to gather information needed to manage study activities and to provide feedback to the appropriate team members
* All administration and preparation work for trial site set-up and related tracking activities
* Help and support the Country Approval Specialists, CRAs and Contract Specialists with administrative tasks
* Preparation of submission packages
* Set-up and maintenance of project files and documentation according to Standard Operating Procedures and Working Practices
* You will need to ensure high levels of accuracy, to manage and maintain clinical study documentation
* Contact external and internal individuals
* Track and reconcile essential documents for Central Master Files according to ICH GCP and/or ISO 14155 and company procedures
* Work within established SOPs
* Prepare and compile study related materials including investigator meeting binders, training manuals, Site regulatory binder, Site study binders

## Qualifications for clinical trial assistant

* Ability to mentor and train new Project Assistants as needed
* Excellent English & Danish language skills
* Act as a central contact for the team for assigned project communications, correspondence and associated documentation
* Support the preparation, handling, distribution, filing, and archiving of clinical documentation and reports
* You will need to ensure high levels of accuracy when completing tasks, you will set up, manage and maintain clinical study documentation and coordinate the ordering, dispatch and tracking of study materials
* You will arrange and attend internal and external meetings, helping to produce presentation materials and generate meeting minutes