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# Example of Clinical Trial Assistant Job Description

Our innovative and growing company is looking to fill the role of clinical trial assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clinical trial assistant

* Knowledge in various processes and systems to fully support the protocol teams and clinical trial processes
* Maintain, verify, process, and makes updates to PFE systems (including Registry), spreadsheets / documents as needed
* Generate reports from PFE systems (CAL, RT2) as directed to support completion of and tracking of submission deliverables
* Coordinates ordering and tracking of trial supplies
* Complete Process Data Collection Forms
* Provides general support to the Clinical Operations team on other clinical trial related duties and tasks, as required
* To handle all study related administrative tasks by utilizing technology effectively to support the clinical trial development processes with the use of Clinical Trial Management System at the Protocol, Country and Site level
* Coordinating archiving of study documents
* Answers and resolves routine questions independently
* Partners with the study team to ensure overall study management and adherence to internal SOPs, policies, local regulatory requirements and department processes

## Qualifications for clinical trial assistant

* High school Diploma or Bachelors degree in Life Science preferred
* Bachelor’s degree in life sciences, scientific or other relevant discipline and 2 – 4 years of relevant experience in the health care, biotechnology or diagnostics industry
* High school diploma or Associate’s Degree and 3 – 5 years of related experience in the health care, biotechnology or diagnostics industry
* Demonstrated competency in the utilization of Microsoft tools, specifically Word
* Basic knowledge of drug development and FDA GCP/ICH regulatory guidelines is a plus
* People Relationships