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# Example of Coordinator Clinical Job Description

Our company is growing rapidly and is hiring for a coordinator clinical. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator clinical

* Provides administrative support to theDirector, Managers and staff of the Department which includes appointment scheduling, requests for meetings, travel arrangements, and expense reimbursement reporting
* Supports financial tasks such as department budgeting, annual PO process, external consultant reimbursement, P&T Committee honoraria and reimbursement, manages subscription invoices
* Manages subscription passwords and access
* Coordinates AMCP and other national conference participation and membership renewals
* Coordinates all travel for department staff
* Provides technical support to the Directors and Managers of the Departments under the Department of Clinical Formulary which includes the coordination of strategic and tactical meetings and the organization of the P&T member activities
* Creates and executes Sales Force Cases to accomplish department goals or projects and tracks open Sales Force Cases assigned to the Department
* Works with department personnel to facilitate contract renewals
* Maintains contract files, creates operating procedures to maintain and improve contract filing system
* Responsible for the recording ofkey performance indicators

## Qualifications for coordinator clinical

* Knowledge of government regulations and compliance issues regarding clinical research and protection of human subjects
* Five (5) years' experience in a clinical research setting required
* Over 3 years of clinical research work experience may substitute for educational requirements
* Advanced Cardiac Life Support- American Heart Association.Neonatal/ Pediatric Specialist (NPS)- National Board of Respiratory Care (within Neonatal ICU)
* Contribute by proactively driving operational execution
* Effectively communicate and coordinate workflow with stakeholders