Job Description – Clinical Trials Assistant, Palo Alto, CA

Responsibilities:

- Support the clinical team in daily study activities and clinical trial conduct by providing administrative and project tracking support

Main tasks:

- Establish and maintain tracking tools for assigned trials
- Create, assemble and coordinate shipping of study materials
- Conduct initial review and tracking of invoices & study payments
- Receive clinical study documents from study team, review for completion, accuracy & expiration, and submit to the TMF
- Generate, review & approve TMF document workflows
- Review TMF inventory for missing and expiring documents
- Support maintenance of the Trial Master File (TMF) and assist in quality control as appropriate
- Review and assist in the collection of essential documents for completeness and compliance with SOPs, the protocol and appropriate regulations
- Distribute clinical trial related materials to sites or clinical team members
- May act as a central contact for designated project communications, correspondence and associated documentation
- Participate in team meetings and assist in preparation of agendas, minutes, and tracking of action items
- Assist in the creation of study materials, including but not limited to documents, presentations, and reports
- Perform administrative tasks to support Clinical Operations Department and team members as needed