



CoreAalst

At the heart of innovation

Title: Clinical Trial Assistant

CoreAalst is a start-up, fostering academic innovation and promoting knowledge through clinical trial activities. CoreAalst provides solutions for medtech companies from ideation to adoption. Our mission is to advance patient-centered clinical care by facilitating the adoption of new technologies

Jobdescription:

The clinical trial assistant (CTA) assists in the organisation and conduction of clinical studies with focus on administrative and logistic activities.

You will be responsible for:

- Provides support in all phases of clinical studies
- Manages study related contacts with CTA's, CRO's, grant givers and industrial partners
- Administration of clinical studies in an efficient manner (study trackers, study documentation filing, organization, mailings, ...)
- Writing meeting minutes of team meetings
- Supports the organisation of events/congresses
- Plans and organizes routine tasks and anticipates to improve
- Determining goals and objectives within your function.

Profile:

You have a bachelor's degree in clinical management assistant.

Proactive personality.

Fluent communication in Dutch & English, both verbally and in writing. You have experience in multi-tasking. You know how to get things done and you are goal-oriented. You have strong interpersonal and communication skills and fluent knowledge of Microsoft Office (Excel, Powerpoint, Word), ...

Offer:

A fulltime job of indefinite duration with flexible working hours within a dynamic team (working from home is of course possible). Attractive remuneration and opportunity to grow your talents.

How to apply:

Interested candidates can send their CV & motivation letter to: info@coreaalst.com