



Since 1990 METRONOMIA represents quality, competence, continuity and absolute customer orientation with regard to biostatistical services and data management in clinical research. As a growth-oriented medium-sizes company we are internationally active.

Our clients esteem the competence and commitment of our employees and we esteem our employees as the basis of our company's success. Join a motivated and sympathetic team and help shape Metronomia as

Clinical Trial Assistant (m/f/d)

Your responsibilities

- Provides clerical and administrative support to the clinical project teams according to ICH-GCP guidelines and applicable SOPs, laws and regulations.
- Responsible for gathering, preparation, dissemination, and filing and archiving of clinical trial documents, and the maintenance of the Trial Master File (TMF).
- Provides support in meeting activities, e.g. organizing, planning, minute-taking/circulation etc.
- Knowledgeable about current document management standards/strategies, guidelines and regulations.
- Effectively interacts and supports project teams' interaction with customers and vendors.

Your qualification

- Minimum of 2 years of experience (pharma or CRO) in clinical trials preferably as CTA.
- Degree or certificate in health care, life sciences or related fields (e.g. medical documentation).
- Strong general administration skills and experience, and proficiency in Microsoft Office.
- Strong organizational and problem-solving skills; ability to work effectively independently and in teams.
- Fluent in English and in German.

We offer you

- An attractive workplace with work-live balance and family friendliness.
- An attractive salary and extensive social benefits,
- Highly motivated and qualified colleagues who are extremely committed and efficient in an open, appreciative and dedicated atmosphere.
- Extensive onboarding training and regular participation in internal and external trainings

Please apply with meaningful application documents as well as availability and salary expectation and use the [online portal](#) (Metronomia offers a direct permanent position and uses the service "Recruiter on demand" of CoreDi Recruiting GmbH & Co. KG to professionally support the application process).

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