

## **Clinical Trial Coordinator (CRF - CTC)**

**Job Location:** Kalyaninagar, Pune.

### **Job Profile:**

The CTC would be responsible for all the listed activities, for all clinical trials [International/ National / Investigator initiated] at CRF

- Patient's study visit management – pick-up, drop and food arrangements.
- Handover the patient to respective study coordinator.
- Maintaining the source data files – document filing and checking for completeness
- Ensuring that all source notes are written on the same day.
- Entry of the source data into CRF [eCRf or paper CRF].
- Day to day query resolutions from Sponsors [email / eCRF] – all new data to be transferred the same day and new queries to be resolved the same day with guidance from the co-investigator.
- Inventory management and supply order for all clinical trials.
- Assisting in filling feasibilities for new studies.
- Assistance in site preparation for Monitoring / inspection or Audit
- Any work designated by Head, Clinical Trials, ex-officio for central clinical trail activities.
- Assistance to co-investigator in conducting trial activities like study procedures [AMP challenge, spirometry, etc].
- In charge for archival facility.

**Quality:** Excellent Communication and interpersonal skills. Should have excellent communication skill in English.

**Qualification:** BAMS/BHMS with sound knowledge of working in MS World, MS Excel & MS Access.

**Experience:** Fresher or 1-2 years of experience

**Resume:** Mail your resume at [recruitment@crfindia.com](mailto:recruitment@crfindia.com)