



## **Clinical Trial Assistant (M/F)**

ThromboGenics is looking for a Clinical Trial Assistant (part- or full time). His/her primary role is to support the project-related activities of the Clinical Project Managers and Clinical team. He/she should have good knowledge of Good Clinical Practice (GCPs), International Committee on Harmonization (ICH) Guidelines and FDA Code of Federal Regulations (CFR) pertaining to clinical trials.

Employment address is at ThromboGenics NV, Gaston Geenslaan 1, 3001 Heverlee, Belgium.

The position will entail:

- Set-up of Trial Master File (TMF) and filing of documents in TMF / electronic filing on data server
- Printing and filing of important emails
- Review of incoming invoices against previous payments, work done and contract
- Tracking of incoming invoices and payments overview / study budget
- Tracking of the essential documents developed by TG
- Trial progress tracking including set up and maintenance of tracking reports/databases as applicable
- Organizing and administrative support of meetings and events (including agenda, meeting minutes, catering if applicable)
- Assistance with development of word documents (e.g. protocol), power point presentations
- Keeping contact info up to date of all team members (internal/external) & participating sites
- Preparation of internal status reports (based on info provided by CRO and CPM)
- Preparation and sending out of study related materials / documents
- Printing / making copies / scanning of documents
- ...

### **Profile**

- A minimum of 3 years experience as a clinical trial assistant
- Accustomed to working under deadlines
- Advanced computer skills (Word, Excel, Powerpoint, Outlook)
- Capable of handling multiple projects
- Detail oriented
- Good interpersonal skills
- Strong organization and time management skills
- Self-motivated and capable

### **We offer:**

- Open and dynamic work environment
- Competitive salary
- Professional care for your career

**SUBMIT RESUME TO:** Laurence Raemdonck, HR Manager, [hr@thrombogenics.com](mailto:hr@thrombogenics.com)