Cerba Research
Your precision medicine partner

# Associate Trial Manager

## PROFILE

Science bachelor's degree (or equivalent) as well as knowledge of the clinical trial industry

## EXPERIENCE

> 2 years working experience

## WHO WE ARE

Cerba Research provides the highest quality specialized laboratory and diagnostic solutions while leveraging patient data and scientific insight to shape and advance clinical trials. With our global footprint and access to leading regional labs, data, patients, technology, and partnered resources, we support global biotech, pharma, and IVD organizations to improve the lives of patients around the world.

From the translation of preclinical to clinical, through commercialization, our expert scientists collaborate with you to optimize your therapeutic development and obtain critical insights earlier. We help accelerate your therapies through the development of highly specialized custom assays, deep biomarker expertise, and a passion for scientific innovation across complex therapeutic areas. Our global network of leading, specialty laboratories ensures you have access to quality data and can reach your patients. Together, we'll improve patients' lives around the globe.

## WHO YOU ARE

The Associate Trial Manager (ATM) role is the main point of contact for clinical trial sites and is responsible for managing site related operational activities including; resolving site issues and enquiries, resupply of lab kits, data discrepancy resolution, data entry and data reconciliation tasks for interim and final data transfer. The ATM role reports to the Team Lead, Project Management.

## RESPONSIBILITIES

The tasks include, but are not limited to, the following:

- Adhering to the study monitoring plan as defined and agreed with the Project Manager to monitor site compliance, timely reporting of results, data cleaning and reconciliation activities
- Managing all incoming site questions related to lab report requests, kit supplies and Cerba Research sample handling procedures as defined per investigator manual
- Monitoring of a site issue log and providing the Project Manager any updates or escalation related to site concerns or issue
- Managing release of clinical lab reports to sites: daily follow and reporting of results within the agreed timelines
- Managing data discrepancies to resolution, working with the internal teams and client to support data cleaning

- Working with the Project Manager to manage referral shipment activities.
- Manually entering results into the Clinical Trial Management system (CTMS)
- System set-up for user access to Clinical Trial online tool (Cerba Trova)
- Administrative support to PM team: manual reporting, data entry tasks, report printing and filing
- Training of new team members joining the PM team
- Archiving of study documentation

## REQUIREMENTS

- Science Bachelor's degree (or equivalent)
- Knowledge of clinical trial industry
- At least 2 years working experience
- Highly organized and able to manage multiple tasks concurrently
- Time management and prioritization skills
- Able to work independently and as a strong team player
- Analytical and problem-solving skills
- Effective communication skills
- Assertive and able to work cross functionally to support projects
- Thorough knowledge of standard computer and office applications


**CONTACT**

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