

Kit Building Operator

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 Kit Building Operator is responsible for the tasks related to the registration and processing of all supply orders.

RESPONSIBILITIES

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

- Order creation
 - Ensure that all incoming supply and dry ice shipment requests are registered and processed in the logistics software database according to the applicable SOPs
 - Notify the Logistics Supervisor/Logistics Manager of any major problem with a received order or any technical issue that may jeopardize the general targets
- Supply study documents
 - Ensure that all required investigator manuals, instruction leaflets, requisition forms and other trial specific related documents are prepared and made ready for shipment
 - Entering new site information in the logistics software (only for, but not limited to Cerba Research EU)
- Reporting and filing



- Keep records of all trial related documents according to the SOPs
- Manage courier information in REAL provided to the sites (i.e. turnaround times, cut off times etc.)
- Quality assurance: ensure optimal quality of all processed orders by following the applicable SOPs
- Inventory management: ensure that sufficient stock of all paper goods is maintained for the printing of all trial specific related documents
- Certification required: IATA Biological Substance training to be provided on the job

REQUIREMENTS

- Bachelor or equivalent by experience
- Knowledge of IATA regulation is considered a plus
- Accurate administrator
- Fluent in office applications

CONTACT

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