Clinical Trials Associate – CTA

Assist in preparation of study documentation, forms and the development of administrative systems and processes
Review and check invoices from CROs / vendors
Tracking and updating inventories and payment to sites and vendors
Work and update payment system (“Priority”)
Clinical documentation filling
Assist with the collections, review, tracking of regulatory documents
Information entry to tracking tables and systems, creating tables from various databases per request
Overall administrative support to the clinical and regulatory teams in the department
Provide administrative support to the study team when required (on sites)

Requirements
Bachelor’s degree or paramedical background or experience of above 2 years as CTA in medical device / pharmaceutical industry
Desired previous experience as CTA (minimum of 1-2 years)
Desired GCP training course
Strong administration skills and experience
Well organized with good time management skills
Strong attention to details
Ability to work in a work group setting
Very good communication skills
High level English- Fluent spoken English, ability to correspond and write documents ,mother tongue level– desirable

Send CV to-
michal@insighthr.co.il