

Clinical Trial Assistant - 12 Month Contract

Redx Pharma plc is an exciting biotech company focused on developing novel precision medicines that have the potential to transform treatment in oncology and fibrosis. Redx develops and manufactures small molecule treatments using its world-class medicinal chemistry expertise and lab infrastructure based at Alderley Park, Cheshire UK (former AstraZeneca R&D facility). This is combined with a deep understanding of the molecular biology and genetics underlying diseases with high unmet medical need. Recent successes at Redx include the sale of two preclinical cancer assets to large pharma, one cancer asset entering clinical trials, and nomination of two fibrosis assets for clinical development.

The Role:

The Clinical Trial Assistant (CTA) will assist the clinical research teams in ensuring the most effective and efficient conduct of clinical research studies by providing administration and project tracking support.

Responsibilities include:

- Provide general administrative support to the clinical team.
- Assist the Clinical Operations teams in completion of all required tasks to meet departmental and project goals.
- Support the Clinical Operations teams with ongoing conduct of studies.
- Assist project teams with study specific documentation and guidelines as appropriate.
- Set up, organize and maintain clinical study documentation (e.g. Main Study Files, CRF completion guidelines, etc.) including preparation for internal/external audits, final reconciliation and archive.
- Assist in quality control audits of clinical study documentation
- Co-ordinate ordering/dispatch and tracking of trial materials (e.g. lab supplies, drug supplies) as appropriate.
- Assist project teams with trial progress tracking.
- Contact CRO's for specific requests (e.g., enrolment updates, missing documentation, meeting arrangements, etc.).
- Assist in the tracking and distribution of safety reports.
- Attend project team meetings and generate meeting minutes.
- Assist the Project Manager(s) and project team with Investigator Meeting coordination, activities preparation and generate meeting minutes.

The closing date for applications is 14th May 2021.