

Clinical Trial Associate

Job ID
REQ-10012616
Juli 31, 2024
China

Zusammenfassung

About the role: The Clinical Trial Associate (CTA) supports SSO Study Start-Up Manager and SSO Clinical Project Manager in assigned studies during set-up and whole study lifecycle in compliance with Novartis processes, GCP/ICH and regulatory requirements.

About the Role

Key Responsibilities

- Supports document collection, preparation, and adaption for submission to IRB/EC and Health Authorities as applicable; Sets-up systems
- Supports vendor selection, TPRM process, SIM entries
- IF and TMF management (country and site TMF); set-up and maintenance according to regulatory and Novartis requirements; document oversight and tracking; Supports Vendor set-up as applicable
- Checks site "Green Light" completeness and ensures all documentation is in place for initial and subsequent drug release in collaboration with the local Qualified Person(s)
- Supports preparation and translation of ICF into local languages (including vendor management if necessary); Supports preparation of patient facing material
- Responsible for completeness of uploaded trial related documents into CREDI/SUBWAY, including archiving of paper TMFs
- Supports country SSU strategy in close collaboration with SSU Team Lead and SSU Managers to ensure SSU timelines and deliverables are met according to country commitments; Ensures adherence to financial standards, prevailing legislation, ICH/GCP, IRB/IEC, Health Authority and SOP requirements
- Provides logistic support to SSU CRA, CRA, CPM, SSU Manager in all phases of the clinical trial; Implements innovative and efficient processes which are in line with Novartis strategy

Essential Requirements:

- Commercial or medical training (e.g., vocational qualification, bachelor's degree), Medical records administrator or equivalent education, preferably with experience in clinical operations
- Fluent in both written and spoken English, local language as needed
- Ideally several years of working experience with 1+ years' of experience in clinical operations
- Understanding of clinical drug development with particular emphasis on trial set-up, and contracting
- Profound knowledge of MS Excel, MS Word, MS PowerPoint, ideally knowledge in SAP
- Strong process and system understanding

Desirable Requirements:

- Understanding of the international aspects of drug development process, including strong knowledge of international standards (GCP/ICH), health authorities (FDA/EMA), local/National Health Authorities regulations and Novartis standards
- Self-motivated, structured and committed way of working; Ability to prioritize and high coordination skills; Demonstrated collaboration and communication skills

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?
<https://www.novartis.com/about/strategy/people-and-culture>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Accessibility and Accommodation:

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.china@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:
<https://talentnetwork.novartis.com/network>. You can follow us via Novartis Recruitment WeChat Official Account and Novartis Recruitment WeChat Video Account

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?
<https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:
<https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Abteilung
Development
Business Unit
Innovative Medicines
Ort
China
Website

Beijing (Beijing)

Company / Legal Entity

CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Alternative Location 1

China

Functional Area

Research & Development

Job Type

Full time

Employment Type

Shift Work

No

[Apply to Job](#)

diversityandincl.china@novartis.com

iframe{ width: 100%; margin-top: 3rem; } @media screen and (max-width: 767px){ iframe{ height: 30vh !important; } } @media screen and (min-width: 768px){ iframe{ height: 34vh !important; } }

Job ID

REQ-10012616

Clinical Trial Associate

[Apply to Job](#)

Source URL: <https://www.adacap.com/careers/career-search/job/details/req-10012616-clinical-trial-associate-zh-cn>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
3. <mailto:diversityandincl.china@novartis.com>
4. <https://talentnetwork.novartis.com/network>
5. <https://www.novartis.com/about/strategy/people-and-culture>
6. <https://talentnetwork.novartis.com/network>
7. <https://www.novartis.com/careers/benefits-rewards>
8. https://novartis.wd3.myworkdayjobs.com/zh-CN/Novartis_Careers/job/Beijing-Beijing/Clinical-Trial-Associate_REQ-10012616
9. <mailto:diversityandincl.china@novartis.com>
10. https://novartis.wd3.myworkdayjobs.com/zh-CN/Novartis_Careers/job/Beijing-Beijing/Clinical-Trial-Associate_REQ-10012616