Postgraduate Program in Clinical Science and Innovation

Novartis Basel

Job description extract
Train to become a Clinical Trial Associate through assistance in delegated tasks to support the clinical trial team in the conduct of clinical trials within Translational Medicine and by ensuring that all essential documentation is collected, maintained and filed during the study.

Provide support to the Clinical Scientist with many of the tasks involved with the smooth running of clinical trials. Help manage clinical, regulatory and study-related essential documents. Provide input on agendas and create materials. Help ensure accuracy of clinical trial management databases and resource/budget by managing tracking tools. Interact with investigators and liaise with contract organizations to ensure study deliverable are met and relevant documentation is provided and collected.

Requirements
• At minimum a recent (within past 2 years) bachelor degree or equivalent qualification or work experience in a scientific field or nursing.
• Fluent oral and written English.
• Good organizational and interpersonal skills.
• Ability to work in a team as well as independently if required and to manage multiple priorities with support.
• Computer literate.
• Previous experience in clinical trials (e.g. clinical trial design, execution and operations) is preferred but not required.

Duration of employment
12 months

Application
Please find the program brochure online: https://www.novartis.ch/de/karriere/studierende-hochschulabsolventen#ui-id-3=1&ui-id-2=1
and submit your application and motivation letter in English to: csi.graduate@novartis.com (application period open 01-Apr-17 to 05-May-17)