

Illingworth Research Group Limited,
Suite 5, Silk House, Park Green,
Macclesfield, Cheshire,
SK11 7QJ, England, UK

Clinical Trial Administrators (CTAs)

Illingworth Research are looking to recruit Clinical Trial Administrators (CTAs) to provide administrative support to the Clinical Operations team. The ideal candidate should work proactively with the Clinical Operations team to set up, maintain and co-ordinate the administrative aspects of clinical trials in line with company or client Standard Operating Procedures (SOPs), Good Clinical Practice (GCP) and all applicable regulatory requirements.

The CTA position involves liaison with clients, staff and sites, compilation and maintenance of the Trial Master File and Investigator Site Files, administrative assistance for the Clinical Research Associates (CRAs), set up and maintenance of study tracking systems, help with preparation of relevant study documents, assistance with study submissions, organisation and participation in meetings, assistance with audits and inspections and support for training and mentoring of new CTAs, if applicable. There is also the possibility of career progression to the CRA position in due course for employees who exhibit the required skills.

Illingworth Research are looking for a candidate with some clerical/administrative experience with an understanding of medical/clinical research terminology, knowledge of GCP, excellent IT skills and computer abilities in addition to excellent organisational, communication and interpersonal skills.

For an informal chat, please feel free to ring 01625 617447 and ask to speak with Fiona Hartig or Melanie Haisley, or email your CV and a covering letter detailing your suitability for the position to careers@illingworthresearch.com