

## Assistant, Clinical Outsourcing

*TRIO (Translational Research in Oncology) is a not-for-profit clinical research organization that is dedicated to advancing translational cancer research by pursuing forward innovative and targeted therapeutic concepts in the clinical trial setting. We are committed to providing treatments of the future to the world of today.*

TRIO's head office is in Edmonton, Alberta although the organization has operations all throughout Canada, the USA, France and Uruguay. TRIO is looking for an Assistant to provide administrative support to our Clinical Outsourcing team in the Edmonton office.

The Assistant role, internally referred to as a Clinical Outsourcing Unit Specialist, will report to the Clinical Outsourcing Global Coordinator (GC) and provide administrative support to TRIO's Outsourcing Unit.

### **RESPONSIBILITIES:**

- Be the key contact for vendors and ensure that all vendor documents are up to date and accurate.
- Review and verify appropriate charges on vendor invoices and liaise with the other TRIO departments when required.
- Track and file all information related to the vendors and the countries where they operate.
- Provide support drafting vendor contracts utilizing TRIO's contract template.
- Participate with other TRIO departments in vendor oversight to ensure the contracted work is performed as expected.
- Support other TRIO departments and the GC to assist in identifying, selecting and engaging various vendors in different countries.

### **QUALIFICATIONS:**

- Minimum 2-years administrative, accounts payable, or customer service work experience.
- Post secondary certificate, or diploma.
- Excellent written and verbal communication skills.
- Strong attention to detail to effectively review invoices and documents.
- Ability to work independently and work with teams across various time zones.
- Ability to take initiative, be flexible, and exercise good judgment.
- Intermediate proficiency in MS Office specifically Excel, Word, and Outlook.
- Fluency in English is required; other languages (e.g. Spanish) would be considered an asset.
- Experience in an international clinical trial environment would be an asset.

What we can offer you:

- Competitive salary
- 3 weeks of vacation
- 5% RRSP match
- Life, disability, health, & dental premiums paid by TRIO
- Flexible working hours



- Monthly transportation allowance

If this sounds like the opportunity you have been seeking please forward a cover letter with your resume, by email, to: [human.resources@trioncology.org](mailto:human.resources@trioncology.org) **Please include your salary expectations in your cover letter.**

Please quote requisition number **18-27** in the subject line when applying.

*We thank all candidates for their interest; only those selected for an interview will be contacted.*