

## Administrative Project Coordinator

*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, Canada with operations all throughout Canada, the USA, France and Uruguay. TRIO is looking for one Administrative Project Coordinator to join our Project Management team in our **Paris Office**. The main objective of the Project Management team is to effectively manage TRIO's clinical trials according to the sponsor protocol and in compliance with the appropriate Standard Operating Procedures.

This role will be responsible for the following:

- Follow-up on missing/incomplete/invalid documents from the eTMF
- Participates to Quality Control Checks on the eTMF
- Provides administrative support to the project management team in study-related activities
- Validate invoices according to contract specifications and requests corresponding payments

Qualifications:

- Minimum of 1-year experience in an administrative role
- Completion of a high school diploma is required
- Completion of a science-related Bachelor's degree is preferred
- Experience in clinical research would be an asset
- Fluency in English is required

What we can offer you:

- Competitive salary & benefits
- Flexible working hours
- Great work environment

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 quote requisition number **19-08 APC** in the subject line when applying.  
**Application deadline is 13 March 2019.**

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