

## **Start-Up Specialist (6 Month Contract)**

*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 is looking for a Start-Up Specialist to join our Clinical Start-Up team in the Edmonton office. This is an exciting position that will provide **administrative support** in the early, start-up phases of our clinical trials.

TRIO's head office is in Edmonton, Alberta although the organization has operations all throughout Canada, the USA, France and Uruguay. The main objective of the Clinical Start-Up team is to certify and activate clinical sites selected for our clinical trials based on the study-defined criteria.

This role will be responsible for the following:

- Assist in the identification, selection and activation of clinical research hospital sites
- Compiling, tracking, and reviewing clinical research essential documents required to activate the clinical sites (e.g. confidentiality and disclosure agreement, CV's, financial disclosure form, FDA 1572, data privacy form, medical licenses, GCP training documentation)
- Maintenance of study trackers
- Requesting and confirming access to the study systems for clinical site staff
- Coordinating the shipment of materials and documents to the sites

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 and Good Clinical Practices (GCP) would be an asset
- Fluent English is required; French would be an asset

What we can offer you:

- Competitive salary
- 3 weeks of vacation
- 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 **19-09** in the subject line when applying.

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