

## **Clinical Outsourcing Unit Specialist (Administrative Support)**

*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 a Clinical Outsourcing Unit Specialist to provide administrative support to our Clinical Outsourcing team in the **Paris, France office** for 12 months.

The Clinical Outsourcing Unit Specialist will report to the Clinical Outsourcing Unit Global Coordinator (GC) and provide administrative support to TRIO's Outsourcing Unit.

### **RESPONSIBILITIES:**

- Work closely with other TRIO departments and the GC to assist in identifying, selecting and engaging various vendors in different countries.
- Be the key contact of the vendors and ensure that all vendor documents are up to date and accurate.
- Centralize, analyze, track and file all information related to the vendors and the countries where they operate.
- Be in charge of the tracking, review, and approval of vendor invoices and liaising with the other TRIO departments when required.
- Assist with budget and contract negotiation in collaboration with other TRIO departments and the GC.
- Be involved in the development of Standard Operating Procedures as well as in the development/improvement of department tools such as activity trackers, budget review tools.
- Participate with other TRIO departments in vendor oversight to ensure the contracted work is performed as expected.

### **COMPETENCIES:**

- Autonomy, rigor and ability to work in a multicultural and cross functional environment
- Excellent written and oral communication skills in order to engage and obtain commitments from external parties
- Ability to take initiative, be flexible, exercise good judgment, interface with all levels of management and have excellent attention to detail
- Proficiency in standard office tools such as MS Excel, Word, PowerPoint and Outlook

### **QUALIFICATIONS:**

- Background in Finance or Business Administration
- At least one year of experience
- Experience in an international clinical trial environment an asset
- Fluency English is required; other languages would be an asset



- Experience with procurement/vendor management is an asset

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 **19-14** in the subject line when applying.

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