

## Administrative Clerk – Summer Student

*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 General Administrative Clerk to provide administrative support to our Project Management team in the Edmonton office. This position is a full-time hourly position to the end of August 2019.

### **RESPONSIBILITIES:**

- Scanning, tracking, indexing, correcting and filing regulatory and study related documents (Word, Excel, PDF, etc.) into the Trial Master File (TMF)
- Reviewing documents for accuracy and addressing document quality issues
- Data entry of information into systems
- Other administrative tasks as needed

### **QUALIFICATIONS:**

- High school diploma
- 1-year work experience
- Solid data entry skills
- Intermediate proficiency with Word and Excel
- Effective organizational skills, accuracy, and attention to detail
- Ability to work independently, be self-motivated, and prioritize work effectively

### **WHAT WE CAN OFFER YOU:**

- \$15.00 per hour
- 37.5 hours per week, Monday to Friday
- Work until end of August 2019

If this sounds like the summer opportunity you have been seeking please forward a cover letter with your resume, to [human.resources@trioncology.org](mailto:human.resources@trioncology.org) by May 31, 2019.

Please quote requisition number **19-19** in the subject line when applying.

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