

Clinical Trial Assistant (M/F)
Position to be filled as soon as possible
CDI
Based in Paris 13

The Paris Brain Institute is a private foundation recognized as being of public utility, whose purpose is fundamental and clinical research on the nervous system. On the same site, 700 researchers, engineers and doctors cover all the disciplines of neurology, with the aim of accelerating discoveries on the functioning of the brain and the development of treatments for diseases such as: Alzheimer's disease, Parkinson's disease, multiple sclerosis, epilepsy, depression, paraplegia, tetraplegia, etc.

POSITION

The Paris Brain Institute (Institut du Cerveau) is recruiting a Clinical trial Assistant for its industrial clinical research unit « Neurotrials » and its academic clinical research support unit « Cellule Support RIPH ». Within the Institute, the Neurotrials unit is a CRO-type early-stage clinical research unit for the design, management and conduct of phase Ib/IIa clinical trials, with industrial sponsorship, in drug development or in the field of medical devices. In addition to its Neurotrials unit, the Institute has also created a unit dedicated to supporting research involving human subjects (RIPH) for institutional (ICM) sponsorship as part of its contribution to clinical research.

MAIN JOB DUTIES

- General office organization, including reception coverage, ordering supplies, shipping, managing inventory, etc.;
- Perform administrative duties in conformity with internal policies and procedures;
- Provide day-to-day project support activities - maintenance of project-related files, such as maintenance of TMF, document naming and versioning, creation of hyperlinks;
- Assist the team with the preparation, formatting, handling, distribution, and filing of clinical documentation and reports according to the scope of work and standard operating procedures
- Coordinate internal and with sponsor/partner meetings, attend relevant clinical study meetings as deemed appropriate and provide meeting minutes.
- Set up and organize events, schedule appointments, make travel arrangements for staff/visitors;
- Maintain databases/spreadsheets as necessary to facilitate tracking/documentation of the Neurotrials unit activities;
- Arrange the signing process of documents in conjunction with relevant departments within the Institute and/or partners or clients;
- Coordination of PR communication activities;
- Perform other administrative tasks as needed.

PROFILE

- A high school diploma (bachelor's degree preferred);
Fluent (Proficiency) both in French and English;
- At least 1 year of assistant experience (CTA experience preferred);
- Excellent organizational and prioritization skills;

- *Time management and multitasks abilities;*
- *Proficiency in Microsoft Office Package;*
- *Attention to detail and excellent oral and written communication skills.*
- *Excellent social and teamwork skills*

Apply to: recrutement@icm-institute.org indicating « Clinical Trial Assistant »