Cerba Research
Your precision medicine partner

# Study Associate

## PROFILE

Master Degree or equivalent relevant professional experience.

Fluent in English

## EXPERIENCE

> 2 years' experience

## SKILLS

Time management and planning

Communication

Problem solving

Ability to adapt

## WHO WE ARE

Cerba Research provides the highest quality specialized laboratory and diagnostic solutions while leveraging patient data and scientific insight to shape and advance clinical trials. With our global footprint and access to leading regional labs, data, patients, technology, and partnered resources, we support global biotech, pharma, and IVD organizations to improve the lives of patients around the world.

From the translation of preclinical to clinical, through commercialization, our expert scientists collaborate with you to optimize your therapeutic development and obtain critical insights earlier. We help accelerate your therapies through the development of highly specialized custom assays, deep biomarker expertise, and a passion for scientific innovation across complex therapeutic areas. Our global network of leading, speciality laboratories ensures you have access to quality data and can reach your patients. Together, we'll improve patients' lives around the globe.

## WHO YOU ARE

The Study Associate is working under the supervision of the Project Manager (PM, Principal Investigator) and acts as a principal actor of client post study award and throughout the entire project lifecycle (set-up, delivery and closeout). He is responsible for managing study related operational activities including reception, technical review, delivery on time, data entry, data transfer, client communication.

## RELATIONSHIPS

| | |
|---|---|
| Reports to | Regional Head of PM CR MTP |
| Works | Under Project Manager's supervision |
| Works Closely with | All internal departments |
| External Relationships | Customers, KOL |

## RESPONSIBILITIES

The tasks include, but are not limited to, the following:

• Adhering to the study plan as defined and agreed with the Project Manager to monitor laboratory compliance, timely reporting of results.

• Managing all incoming client questions related to the study and resolve them under PM's supervision.
• Manage reception activities
• Manage samples tracking activities
• Manage KOL communication and report results
• Manage shipment activities
• Administrative support to PM team: manual reporting, data entry tasks, report printing and filing, data transfers
• Training of new team members joining the PM team
• Participate in process improvement initiatives or special assignments as needed for the department.

## REQUIREMENTS

- Time management and organizational skills
- Demonstrated problem solving skills
- Displays effective communication skills and can communicate in the English language (written and oral)
- Proven interpersonal skills
- Understanding of clinical research principles and process
- Able to prioritize own workload
- Strong computer skills
- Be able to work in accordance to standardized procedures
- Team player
- Keen attention to details
- Fluent in English, French is assets

## OFFER

- 6 months fixed-term contract, possibility of long-term offer afterwards

**CONTACT**

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