	Description
Function	Trainee in the Clinical Operations team
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne hr@acimmune.com
Percentage	100 %, 6 months internship
Reporting Line	Group Leader Clinical Operations
Company Profile	• AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases • 125+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ • AC Immune SA is a progressive, equal opportunity employer
Job description	Trainee position within AC Immune's Clinical Operations team, working on documentation of clinical studies (retrieving, filing, archiving documents). As intern working in the Clinical Operations team, the candidate must be motivated, highly quality oriented, rigorous in the review of documents and interested in clinical studies. The candidate will be involved in review/quality control of documents and the filing/tracking/archiving of Trial Master Files (TMF). The candidate will have the opportunity to understand what the key steps of a clinical study are and how study is managed.
Responsibilities	Key responsibilities include: • Review the content of the TMF for completeness • Be actively involved in quality control of study documents and tracking • Contact laboratories, vendors and/or Clinical CROs to retrieve missing documents • Prepare TMF binders for final archiving • Participate to team meetings to get information on the progress of the ongoing studies • Provide regular feedback on progresses of the different assigned activities during team meetings • Participate to the review of process documents developed by the clinical team
Qualifications	The candidate should have the following qualifications: - BSc or Master degree in Life Sciences - The ability to work in a start-up environment, handling multiple tasks - Knowledge in international standards (GCP/ICH/ Pharmacopeia) is a plus - Experience of or training on clinical operations is a plus - Personal features include: ○ Motivated even when performing repetitive tasks ○ Highly quality oriented ○ Rigorous ○ Interpersonal skills ○ Working both independently and in a cross-functional team setting ○ Good knowledge of Word and Excel ○ Good spoken and written English are required