

	Description
Function	Clinical Trial Assistant (CTA)
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne hr@acimmune.com
Percentage	80 % - availability (immediately for 6 months)
Overview	<p>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.</p> <p>AC Immune is seeking a clinical trial assistant who will be responsible for supporting the clinical team in the Trial Master File filing and archiving process. The CTA is reporting directly to the Head of Clinical Operations.</p>
Job description	<p>Responsibilities:</p> <ul style="list-style-type: none"> • Assist with maintenance and archiving of trial master files as appropriate and needed • Contact vendors to retrieve pending document (if applicable) • Develop and maintain documents, tools, forms and related items in MS Word, Excel and Adobe, including reformatting and troubleshooting issues with existing documents • Manage document control functions, including maintaining Master List of paper and electronic documents • Provide support to Clinical Operations team with forms, letters, reports, manuals and other documents
Qualifications	<p>The candidate should have the following qualifications:</p> <ul style="list-style-type: none"> • Minimum of 2 years' experience in clinical research (preferably with 2 years supporting international trials with involvement in the maintenance of the TMF) • Ability to work in a biotech environment, handling multiple demands • Personal features include: <ul style="list-style-type: none"> - Strong organizational skills, including ability to develop naming conventions and filing architecture - Advanced skills in MS Office applications including Microsoft Word, Excel, Power Point - Knowledge and understanding of ICH, GCP standards (as applicable) - Excellent spoken and written English are required