

	<b>Description</b>
<b>Function</b>	Junior Clinical Trial Assistant (CTA)
<b>Location / Contact</b>	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne <a href="mailto:careers@acimmune.com">careers@acimmune.com</a>
<b>Percentage</b>	100 %
<b>Reporting Line</b>	Head of Clinical Operations
<b>Company Profile</b>	<ul style="list-style-type: none"> <li>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</li> <li>140+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ</li> <li>AC Immune SA is a progressive, equal opportunity employer</li> </ul>
<b>Job description</b>	AC Immune is seeking a junior clinical trial assistant who will be responsible for supporting the clinical team in the Trial Master File filing and archiving process as well as on some operational activities.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Work closely with CPM supporting on operational activities for ongoing studies</li> <li>Assist with maintenance and archiving of trial master files as appropriate and needed</li> <li>Assist in vendor contact, especially to retrieve document</li> <li>Develop and maintain documents, tools, forms and related items in MS Word, Excel and Adobe, including reformatting and troubleshooting issues with existing documents</li> <li>Manage document control functions, including maintaining Master List of paper and electronic documents</li> <li>Provide support to Clinical Operations team with forms, letters, reports, manuals and other documents</li> </ul>
<b>Qualifications &amp; Skills</b>	<p><i>Required:</i> Knowledge of basics (e.g., through training, ICH guidelines, GCP) or preliminary experience in clinical research setting (work experience)</p> <ul style="list-style-type: none"> <li>A scientific degree is required (minimum BSc level) as well as the ability to work in a biotech environment, handling multiple demands</li> <li>Personal features include:             <ul style="list-style-type: none"> <li>Strong organizational skills and detail-oriented</li> <li>Advanced skills in MS Office applications including Microsoft Word, Excel, Power Point</li> <li>Knowledge and understanding of ICH, GCP standards (as applicable)</li> </ul> </li> </ul> <p>Excellent spoken and written English are required</p>