

PK STUDY COORDINATOR – RODENT DEPARTMENT

JOB SUMMARY

The Study Coordinator has the overall responsibility for the technical conduct of a study, as well as for the documentation and reporting of results. The Study Coordinator represents the single point of study control. The Study Coordinator will demonstrate an ability to not only perform duties requiring a high level of technical skill, but also show complete understanding of research, the objectives of the research being conducted, and be able to independently organize the equipment and their own time to ensure that all deliverables are met. This position will be able to independently review study procedures and be able to conduct them without supervision. This position will also be able to lead other staff in study procedures. The Study Coordinator will also be able to identify possible flaws in study design and report those flaws to the Scientific Director.

DUTIES AND RESPONSIBILITIES

- Oversee, organize, implement and conduct various aspects of research studies.
- Coordinate and monitor study activities to ensure success and timely completion.
- Develop the skills to plan, design, and conduct studies.
- Coordinate sample analysis with internal and external laboratories, while ensuring study timelines are maintained.
- Develop and review protocols and study reports and answer questions posed by sponsors.
- Work with internal Quality Control and contractor's QAU to ensure that studies are adequately monitored.
- Data entry, quality control and basic data analysis.
- Develop and revise relevant SOPs as requested.
- Perform technical procedural work as required (basic and advanced).
- Train staff on various procedures as appropriate.
- Involvement with internal working groups (e.g., animal care committee, health and safety, etc.).
- Explain techniques to new employees and visitors.
- Other duties as assigned.

KNOWLEDGE AND SKILLS

- Demonstrated ability to work in a team environment and to meet timelines.
- Ability to work in a safe environment.
- Excellent verbal and written communication skills.

QUALIFICATIONS

- Veterinary diploma or B.Sc. degree in a relevant field (e.g., Pharmacology, Pharmacokinetics, Veterinary Sciences, Biochemistry) or relevant direct experience.
- A minimum of 2 years relevant experience.
- CALAS- RLAT Certified (preferred).



HOW TO APPLY: If interested, please submit your resume to the HR team at hr@transpharmation.com by December 27th, 2022.