MedQIA

ROLE: **Clinical Coordinator I**

ABOUT

MedQIA provides cutting-edge image analysis services in clinical trials for pharmaceutical, biotech, and medical device companies. We are an imaging Contract Research Organization (CRO) specializing in Quantitative Image Analysis and manage all imaging aspects of the clinical trial from planning to completion. We are a highly innovative company with offices in West Los Angeles and the San Francisco N. Bay Area. Our ability to develop and validate novel imaging biomarkers for use in global clinical trials, and our organizational structure consisting of a Clinical Operations team paired with clinicians and scientists in imaging physics, Computer Vision, Biostatistics, Oncology, and Radiology make us a leader in imaging biomarker science.

We are looking for experienced Clinical Coordinator I to assist with the day to day activities related to Clinical Operations and project related administrative task. This position is within our Clinical Operations department in our Sebastopol, CA office.

We offer competitive benefits, along with a matching 401k, Flexible Spending Account, a collaborative work environment, and an exciting opportunity to work with leaders in the QIA field. Unlike the big pharma companies that scale resources depending on a study's success, MedQIA's solid organic growth encourages long-term employment and internal advancement. If you have an entrepreneurial spirit, flexibility, attention to detail, along with strong organizational and planning skills, and would like to work with pioneers in the development and use of computer vision technology for Quantitative Image Analysis, get to know MedQIA at www.medqia.com and apply today.

ROLE

Clinical Coordinator I

DEPARTMENT

Clinical Operations

DESCRIPTION

Responsible for assisting with the day to day activities related to Clinical Operations and project related administrative task.

REPORTS TO

Director of Clinical Operations

RESPONSIBILITIES & ACCOUNTABILITIES

- Operates within the project and department parameters while ensuring compliance with applicable regulatory, internal and project-specific requirements.
- Provides administrative support to the clinical operations department and project teams.
- Administratively assists with project activities, ensures protocol adherence and addresses non-compliance issues, as appropriate.
- Assists with coordination of training sessions, webinars, meetings and/or programs, as needed and upon request.
- May assist with communication with clinical sites to coordinate personnel training and equipment credentialing, as needed.
- Assists with maintenance of clinical trial records (electronic and hardcopy files).
- Assists with the coordination of internal, sponsor and other meetings, as needed and upon request.
- May assist with the writing of controlled documentation.
- Participates in internal and external project-related audits and audit-related activities.
- Provides support for all clinical operations related activity.
- Performs other departmental activities as needed and upon request.

EDUCATION & EXPERIENCE

- Undergraduate degree or certificate in science, business or related field, preferred.
- At least 1 year of clinical trial experience, preferred.
- Proficient in Microsoft Word, Excel, PowerPoint and experience using database software.
- Excellent written and oral communication skills.
- Excellent organizational skills and attention to detail.
- Strong interpersonal skills and the ability to work with deadlines and manage multiple priorities

Please send us your CV with cover letter to hr@medqia.com explaining why you feel you would be a great fit for this position, and asset to our team.