

Clinical Research Assistant
Canadian Consortium on Neurodegeneration in Aging
Montréal, Québec

We are seeking a dynamic, motivated, and highly organized individual to assist in the conduct of a national, multisite clinical study of dementia. The ideal candidate will have prior experience in clinical research. Candidates who have at least completed a B.Sc. in neuroscience or a related field will be given preference and are strongly encouraged to apply.

Duties and Responsibilities

Under the supervision of the National Clinical Operations Manager (NCOM) and the Network Director and Chief Operating Officer, the duties of the Clinical Research Assistant will include:

- Assisting with study coordination
- Monitoring of sites and data for quality assurance
- Managing supply of study materials: ensuring adequate stock; negotiating with vendors and purchasing study supplies; shipping supplies to sites
- Managing payment of site invoices and oversight of study finances
- Maintaining and updating study-related forms and documentation
- Coordinating with study database developers (LORIS team) as needed
- Oversee double-data entry, conflict resolution, and data releases with the NCOM
- Assisting with study communication and target achievement
- Attending weekly meetings on protocol implementation, database development and maintenance

Experience and Qualifications

- Bilingual in English and French (spoken and written)
- Advanced scientific knowledge acquired through a relevant degree
- Strong skills in both verbal and written communication
- Ability to take initiative, work independently, set priorities, time-manage, and resolve problems
- Facility with conducting searches of the scientific literature
- Advanced knowledge of MS Office (Word, Excel, PowerPoint, Outlook)
- Knowledge of electronic data capture is an asset, and experience working with LORIS is a significant asset
- Successful at working as a part of a team

Starting date: May 2021

Contract: One year, renewable

Position type: Full-time (35 hours/week); currently working remotely.

Salary: Commensurate with experience and qualifications, with full benefits including pension plan

Please submit your CV and cover letter to:

CCNA Central Administration at ccna.central@gmail.com