

Job Description			
Job Title:	Project Coordinator, Operations	Job Category:	Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
Department/Group:	Alliance Foundation Trials, LLC (AFT)	Reports to:	Director of Clinical Trials Operations
Location:	Remote	Travel Required:	No
Level/Salary Range:	\$	Position Type:	Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
HR Contact:	Director of HR, Boston	Date posted:	
External posting URL:	Click here to enter text.		
Internal posting URL:	Click here to enter text.		
<p>ALLIANCE FOR CLINICAL TRIALS IN ONCOLOGY FOUNDATION’S MISSION:</p> <p>The Alliance for Clinical Trials in Oncology Foundation (Foundation) is a nonprofit, tax-exempt foundation created to enhance and expand the ability of the Alliance for Clinical Trials in Oncology (Alliance) to conduct cancer clinical research and address important treatment questions through large-scale clinical trials. Through efforts of the Foundation in support of the Alliance, clinical trials and laboratory research are conducted to discover new or improved ways to prevent, treat and cure many types of cancer, including leukemia and lymphoma, and cancers of the breast, prostate, lung and GI tract, and help educate the medical community on methods of cancer diagnosis, treatment, and prevention.</p> <p>In May 2014 and February 2015, the Foundation created the Alliance Foundation Trials, LLC (AFT, LLC) and Mastering Breast Cancer, LLC (MBC, LLC), respectively, which are wholly owned subsidiaries of the Foundation. These entities were also created to conduct cancer clinical research and address medical care and treatment through large-scale clinical trials involving various industry related partners.</p>			
<p>Purpose/Scope:</p> <p>The Project Coordinator supports the clinical operations team with administrative and site management related needs.</p>			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • With minimal supervision, provides administrative support for the Clinical Operations staff • Prepares and assists in the preparation of study related documentation, presentations, and other relevant documents • Maintains and creates various databases, process flows and/or spreadsheets • Assists with document management system; including but not limited to set up, maintenance and uploading of documents • Maintenance of web portal and web content for the AFT website • Assists site management with tech support • Internal document management system administration 			

- Composes and distributes notices, meeting minute, and resolutions
- Works within word processing, spreadsheet, and database software to complete administrative tasks
- Handles sensitive and confidential information
- Schedules meeting and coordinates calendar invites
- Schedules room reservations, meetings and records minutes of staff meetings
- Additional ad hoc requests for support or other tasks, as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Relevant work experience (pharma, biotech, CRO preferred)
- Demonstrated working knowledge of GCP, ICH guidelines and FDA regulations.
- Demonstrated ability to work independently and in a team environment.
- Proficiency with MS Office (e.g. Word, Excel, PowerPoint, Outlook).
- Advanced computer skills and ability to train others in system usage
- Experience with electronic trial master file (eTMF) systems is strongly preferred
- Excellent oral and written communication skills, and strong organizational abilities.

PREFERRED SKILLS

A bachelor’s degree or the equivalent combination of education, training and experience from which comparable skills can be acquired.

ADDITIONAL NOTES

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

Last Updated By:	Heather Choukri	Date:	May 30, 2019
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Approved by:

Date:

Employee Signature:

Date: