

## **CLINICAL TRIAL COORDINATOR - C, HOME OR OFFICE BASED (ITALIAN/GERMAN/SPANISH/FRENCH IS ADVANTAGE)**

### **Clinical Trial Coordinator (Central) - Italian/German/Spanish/French is advantage**

PPD's mission is to improve health. It starts as an idea to cure. It becomes a life saved. All in-between, it's you! We know that meaningful results not only require the right approach, but also the right people. We invite you to re-imagine health promoting protocols with us, working alongside our talented, bright and energetic teams.

Our clinical department defines, develops and delivers clinical programs. We ensure the highest-quality review of data and effective interaction with study sites, including on-site monitoring throughout a study, ensuring that patients receive needed care, as well as identifying and treating clinical trial participants.

Due to the constant expansion of our clinical functions in Sofia we're opening opportunities for office-based professionals working remotely on PPD's key business projects at the role of

### **Clinical Trial Coordinator (Central) (Italian/German/Spanish/French is advantage)**

Flexibility in terms of the location and availability for remote work is provided

As a **Clinical Trial Coordinator (Central)** you will provide global administrative support to Project Teams. You will also be responsible for coordination, oversight and completion of administrative functions on assigned trials. You will maintain assigned data points within Clinical Trials Management System as well as you will coordinate the team conference calls, documents, complete and distribute meeting minutes for various team meetings. You will also update project team training trackers, maintain vendor tracking and reconciliation, conduct maintenance and regular reviews and support the archiving process of the study files.

### **Does it sound like you? If so, you need to have:**

- High School/Secondary school diploma
- General administrative experience (**at least 2 years**)
- Advanced computer skills, proficient in MS Office
- Strong customer focus and good interpersonal skills
- Good organizational skills and strong attention to detail with proven ability to handle multiple tasks efficiently and effectively
- Flexibility and adaptability to provide efficient support while meeting tight project timelines
- Excellent command of English – verbal and written
- Knowledge of Italian/German/Spanish/French is advantage

At PPD we hire the best, develop ourselves and each other, and recognize the power of being one

team. We understand that you will want to grow both professionally and personally throughout your career, and therefore at PPD you will benefit from an award-winning learning and development program, ensuring you reach your potential.

As well as being rewarded a competitive salary, we have an extensive benefits package based around the health and well-being of our employees. We have a flexible working culture, where PPD truly value a work-life balance. We've grown sustainably year on year but continue to offer a collaborative environment, with teams of colleagues eager to share expertise and have fun together. We are a global organization but with a local feel.

**- We have a strong will to win - We earn our customer's trust - We are gamechangers - We do the right thing -We are one PPD -**

If you resonate with our five principles above, and ultimately wish to accelerate the delivery of safe and effective therapeutics for some of the world's most urgent health needs, then please submit your application – we'd love to hear from you.

HOW TO APPLY: Please submit your CV in English here:

[https://careers.ppd.com/jobdetails/ppd\\_external/166202?searchable=%5B%5D&section=ppd\\_external](https://careers.ppd.com/jobdetails/ppd_external/166202?searchable=%5B%5D&section=ppd_external)

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