

Veterinary clinical site coordinator

AlcheraBio is a Contract Research Organization (CRO) and animal health consultancy group. We are dedicated to helping companies achieve their clinical trial goals on time, within budget, and with high-quality data. We are proud to see that our work contributes to new medical therapies that improve the lives of animals around the world.

Due to AlcheraBio's success in obtaining new business, we are now expanding the team with a new role as Veterinary Clinical Site Coordinator. As the site coordinator you'll act as the liaison between our clinical study sites (veterinary clinics) and AlcheraBio team members for study specific site communications and non-study related site recruitment activities. You'll oversee study site recruitment activities through managing contacts and communications with veterinary clinics by phone or by in-person visits to the clinics. This role is office based with a minimum of 32 hours per week, up to 40 hours per week. Moderate travel may be required.

As you'll be collaborating with varied stakeholders such as Project Managers, Monitors and veterinary clinics, relationship management and effective communication skills are imperative.

Key Accountabilities:

- Evaluates veterinary clinics (investigators) and assists with the selection of appropriate sites to conduct clinical studies
- Point of contact for site recruitment and management for AlcheraBio project teams
- Prepares potential site lists/reports and assists with their evaluation for inclusion in the study
- Oversees initiation and required renewal of clinical site contracts and required documents
- Establishes affiliation with new and/or potential clinical sites
- Identify and recruit potential clinical sites
- Maintains and updates data of clinical sites and investigators
- Works with Project Managers to determine site recruitment needs
- Coordinates with marketing for site recruitment marketing materials
- Provides miscellaneous support to the clinical administration team

Your background, experience and attributes will include:

- Experience in working for a veterinary clinic
- Excellent verbal and written communication skills and fluency in English
- Good organizational, problem-solving and interpersonal skills
- Solid attention to detail
- Proficient in using MS Office Suite
- Valid driver's license
- Ability to work independently

We pride ourselves on a great company culture built around a strong set of values, and we look for a good balance of technical skill and shared vision in our people. This means you'll be highly competent at what you do (the best in the industry!), but also passionate about our company values, which are key to who we are and how we work. We actively develop our people, so there are career opportunities available for the right candidate. If this sounds like you, take the time to put together a cover letter that reflects **who you are and why you want this position**, attach your CV and email it to kjager@alcherabio.com