Immutep is hiring:

Clinical Trial Associate (m/f/d)

Company: *We are Immutep, an emerging international biotechnology company developing immunotherapeutic products for cancer and autoimmune diseases. With operations based in Australia, USA, Germany and France, Immutep is dedicated to bringing innovative treatment options to market for patients. The company is publicly traded on the ASX and NASDAQ.*

Location: Berlin, Germany; office based, 75-100 % negotiable

Summary: As a result of continuous progress in our projects we want to expand our team and therefore seek a Clinical Trial Associate. You will work closely with clinical trial managers and other project team members to support the execution and maintenance of clinical trials within a global environment. Your responsibility includes supporting vendor management, oversight activities, and support clinical trials in general by maintaining organized files/eTMF, managing invoice tracking, filing critical correspondence and communicating routinely with CROs, and collaborators in the clinical research program. This implies the supporting of national and international projects under consideration of local laws, international guidelines (ICH GCP) and applicable SOPs.

Job description:

- Support the clinical team with tasks related to study management from start-up to study completion
- Responsible for the internal part of the trial master file (TMF) -Paper and electronic
- Support Lab and IMP vendor oversight
- Invoice tracking for CTM/Responsible team member review
- Assist the clinical team interacting with CROs and collaborators
- Providing overall support to the clinical team e.g. prepare presentations, status reports etc.
- Assist with Clinical Trial documentation
- Assist and manage, maintain internal tracking systems (i.e. invoices, study status, others)
- Create and maintain study status overviews per internal plans and vendor status trackers (i.e Monitoring report review, CRO risk review, Data Management metrics…)
- Contribute to clinical core documents (e.g. Investigator Brochure, Trial protocol, trial amendments, Patient information sheet and consent form, Case report forms and others)
- Support investigator meetings
- Assist in Co-Monitoring visits, if applicable
- Support preparation, conduct and follow-up of GCP audits and GCP inspections

Skills/Experiences/Qualifications:

- Natural/ life sciences background (experience in a medical profession such as Nurse or Medical Technical Assistant or Pharmaceutical Technical Assistant or university degree)
- Knowledge and experience in relevant legislation and international guidelines (ICH-GCP) for the performance of clinical research projects
- Minimum 2 years' experience in clinical operations (preferably as a CTA or CRA) would be an advantage.
- Required previous experience/good knowledge in the clinical research field/clinical operations
- Proficiency in English (written and spoken) German and/or a second European language is a plus
- Proficiency of standard software (Word, Excel, Outlook, Power Point); CTMS/EDC systems)
- Experience in oncology, immune oncology is a plus
- General understanding of R&D processes

Job expectations:

- Multifunctional interesting tasks in the emerging field of immune therapeutics
- Be part of the development of a "first in class" drug
- Highly motivated and energetic international team
- Generally, office based, but extended home office during COVID-19 pandemic likely.
- Competitive compensation

If you are interested in this challenging career opportunity, please send your CV, certificate of employments, salary expectations, application letter and your earliest possible entry date to the following e-mail address (confidentiality is of course guaranteed):

hr-germany@immutep.com

In case of questions you are welcome to contact us via email.

privacy statement for applicants