



Thunder Bay Regional
Health Research
Institute

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The Thunder Bay Regional Health Research Institute (TBRHRI) - an independent, not-for-profit corporation - is the research arm of the Thunder Bay Regional Health Sciences Centre. Our scientists work closely with clinicians, medical professionals, and academic and industry partners to improve health care through excellence in patient-centered research. Research is advanced through discovery and development of new imaging-based technologies that are brought to patients through clinical trials. With successful trial validation, discoveries proceed to commercialization for the benefit of patients everywhere.

We are currently seeking a qualified candidate for the following position:

Clinical Trials Coordinator (1 year contract)

Reporting to the Manager of the Clinical Research Services Department (CRSD), the Clinical Trials Coordinator (CTC) performs multiple functions in a complex and dynamic work environment including acting as the primary administrative point of contact for internal staff. The CTC has a key role in coordinating the timely completion and submission of all study documentation and reportable activity for clinical research projects facilitated by the department, and ensuring the flow of study related documents including regulatory, ethics and legal contracts. In addition, the CTC will work to revise, develop and implement policies and procedures required by Good Clinical Practice (GCP).

The ideal candidate will possess excellent interpersonal skills, advanced written and verbal communication, with pro-active problem solving abilities, and a well demonstrated ability to work with others as part of an interdisciplinary team. Exceptional attention to detail and an advanced ability to organize information and multi-task/prioritize in a busy environment is necessary. A level of education, training, and experience equivalent to a Master's degree in a health research, healthcare, or a clinical research discipline or equivalent experience is required, along with working knowledge of Health Canada Food and Drug Regulations, ICH GCP, and TCPS2.

To be considered for this position, please send your resume with a cover letter to:

Tanya Niederer, Human Resources Coordinator
Thunder Bay Regional Health Research Institute
980 Oliver Road
Thunder Bay, Ontario P7B 6V4
Email: niederet@tbh.net

Deadline for applications: May 31, 2019

We thank all candidates for their interest; however, only those selected for an interview will be contacted. We are an equal opportunity employer.