Here are Innovative Trials, We are One Team, working with Honesty &amp; Integrity.

We are Results Driven and strive for Excellence in all that we do.

Sound like you’d fit into our team?

We are expanding and expanding fast! This is because Innovative Trials is built on great foundations, putting our team at the heart of what we do. We partner with some of the most recognised pharmaceutical and CRO businesses to support their Patient Recruitment & Retention programmes.

With our continued growth plan, we require Patient Recruitment Administrators to support our business units.

As the Patient Recruitment Associate, you will be responsible for managing daily activities relating to recruitment and retention programmes for Innovative Trials as well as managing the maintenance of the SOP and training files by the Patient Recruitment Manager.

Highlighted responsibilities include:

* Programme Management
* Corresponding with internal teams to managing delegation of specific tasks
* 3rd Party Management
  + Obtaining accurate quotes prior to study commencement
  + Key interface between 3rd Parties and Innovative Trials’ clients
* Business Development
* Assisting in the training and support of new members of the team.

**Key Attributes**

* Ideally Experienced in patient recruitment, clinical research or health communications
* Excellent organisation and communication skills, both written and oral
* Ability to multitask, managing a variety of projects simultaneously, and experience working with numerous stakeholders on multi regional projects
* Proficient in using Microsoft Office programs; Excel, Word and PowerPoint and or Google Suite