

Senior Project Coordinator and Compliance Specialist

The ideal candidate will require the ability to independently take on projects, and be able to identify problems in order to propose and coordinate the implementation of the solutions.

Responsibilities:

- Coordinate user systems (databases) requirements and implementation with the Information Technology Department
- Coordinate special projects within the department
- Oversee the industry site and personnel roster
- The Lead person related to essential documents for complex studies that require interaction with pharmaceutical companies

Job Requirements:

- Bachelor's Degree
- Proficient in Microsoft Office Suite
- 3-5 years of experience in FDA regulatory and GCP compliance and/or 3-5 years of experience as a systems user representative

Please email resume to human.resources@nsabp.org.

EOE M/F/D/V