

Clinical Project Coordinator

We are seeking a skilled Clinical Project Coordinator to join us in our new office in Englewood, CO. The Clinical Project Coordinator will be responsible for supporting clinical research trials by providing administrative support to the Clinical Research staff.

Major duties include the following:

- Assist in site initiation, monitoring, auditing, and close-out.
- Prepare site documentation and maintain accurate records. Ensure completion of all source documentation including paper records and CRF. Maintain accurate clinical database.
- Provide support for regulatory submissions.
- Manage study-related materials such as Case Report Forms, Informed Consent Form templates, study documents, tracking logs, etc. required for clinical trial execution and associated training materials.
- Coordinate site visits and other Study-specific meetings with site coordinators and investigators and Viveve team members.
- Ensure accurate inventory of investigational devices, and tracks device accountability at the site level, as per protocol.
- Contribute to and manage timelines and administrative tasks for program and departmental activities.

Qualified candidates must possess the following:

- BS in Life Sciences or equivalent is required.
- Two years of experience in clinical research is required in addition to comprehensive knowledge of the requirements of current GCP and FDA regulations.
- Excellent written and verbal communication skills, including proficiency in medical terminology.
- Excellent administrative, organizational, and problem-solving skills.
- Strong MS Office skills including database management.

Send your resume to: careers@viveve.com