

## Site Administrator

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Company: Viroclinics Biosciences

Location: Ghent

Category: computer-and-mathematical

As **Site Administrator** you are responsible for the day-to-day operational tasks to support the Project Management team with Clinical Trials. The Site Administrator is part of site response team.

### Your responsibilities will be:

Manual results entry into the Clinical Trial Management system (CTMS);

Follow internal procedures to complete manual results entry into CTMS system.

Receipt and acknowledgement of results files from subcontracted labs.

Data entry of results into the Clinical Trial Management system.

Tracking manual results entry data each month to support department metrics reporting.

Review and release of clinical reports to trial sites

Follow internal procedures to check and release lab reports to investigator sites

Follow internal procedures to check and release lab results from labs to reports

Reporting alerts to sites on time

Support PM team to respond to site requests for lab report requests

System set-up for user access to Clinical Trial online tool (Cerba Trova)

Working with PM team to obtain site list information and client information, completing user

set-up information i

Responding to any user access enquiries and communicating any questions to the internal team.

Managing data discrepancies to resolution:

Daily monitoring to resolve data discrepancies associated with site completion of requisition forms.

And further administrative support to the Project Management team, such as reporting, data entry, working with the Project Management team to determine archiving requirements.

### **Your ideal background**

You have a Bachelor degree (or equivalent), you are an accurate data administrator, you are flexible in dealing with problems and you communicate well within your team and across teams.

### **Working at Cerba Research**

Cerba Research is growing fast on a global scale. Working at Cerba Research first of all means that you contribute to improve global health.

It also means growing your career in a dynamic, fast paced environment, where you can develop new skills and work on diverse projects. There is plenty of room for initiatives, we encourage you to take ownership, cooperate, keep learning and most and for all, have fun!

**If you have drive, are willing to learn, and want to make an impact, then please join!**

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