Clinical Trial Associate

London, UK

About Us: At Nightstar, our mission is to maintain and restore sight in patients with inherited retinal diseases. We are a clinical-stage company focused on developing and commercializing a pipeline of novel and potentially curative, one-time retinal gene therapies for patients suffering from rare inherited retinal diseases that would otherwise progress to blindness, and, for which, there are no currently approved treatments.

Job Purpose: We are seeking a Clinical Trial Associate for the Company's UK office. This is an excellent opportunity for someone with strong organizational skills and the ability to work in a team-oriented environment. In addition, the successful candidate must have good judgment and be detailed oriented.

Job Responsibilities:

- Use technical knowledge and experience to work with the Clinical Project Manager and others as required to proactively identify and anticipate issues and develop possible solutions
- Liaise with vendors as directed to ensure deliverables are met for trials by identifying deliverables and methods of communication to facilitate efficient work flow
- Work collaboratively with Clinical Operations to support Clinical Project Managers to define and discuss reporting formats and activity tracking needs and execute according to plan
- Assist with accurate review and preparation of all external and internal documentation for assigned trials
- Assist Clinical Project Managers in site management activities which may include start-up (site feasibility, evaluation and selection, model ICF development) and close-out (trial material return/destruction), review of budgets, monitoring reports, tracking of site visits, communication with monitors and sites, and other activities as assigned
- Assist the Clinical Project Manager in preparing necessary tools to maintain consistency in the trial processes and data across all trial sites
- Participate in vendor and trial-related meetings, including drafting of agendas, minutes and other meeting materials as needed
- Track delivery and receipt of required supplies and materials to study sites and provide regular status updates
- Conduct and document results of quality control reviews, ensuring necessary corrective actions are completed and identifying and resolving systematic issues
- Execute assigned tasks to ensure project deliverables are met

Critical Competencies:

- Minimum of 2 years of relevant work experience in clinical trial support, data coordination or a pharmaceutical or CRO environment
- Working knowledge of ICH/GCP regulations and clinical protocols
- Demonstrated computer aptitude in MS Office Suite
- Demonstrated knowledge of the drug development process with clinical operations administrative experience and skills

- Ability to interact well with cross-functional team members and provide support to project

Behavioral and Interpersonal:

- Exceptional attention to detail and excellent organizational skills with a desire to roll up one's sleeves
- Excellent oral and written communication skills
- Ability to thrive in a dynamic and fast-paced environment
- Ability to prioritize duties and manage multiple matters from start to finish with minimal supervision with a demonstrated ability to lead change and make independent decisions
- Ability to effectively and positively work with executive-level management
- Ability to handle highly confidential and sensitive materials and information with complete discretion and having good judgment in working with clients, and occasionally under ambiguous or challenging circumstances
- A dynamic self-starter with a positive attitude and strong influencing skills

Education Requirements:

- Bachelor's degree