# Clinical Trial Coordinator (m/f/d)

**Position:** full-time, permanent
**Location:** Bad Homburg v.d. Höhe

## Who are we?

MYR Pharmaceuticals is a young German biotech company based in Bad Homburg. Our team office is international and dynamic, and we value flexibility and teamwork, as we believe they are the key to success. We are continuously working on creating a comfortable workplace in which ideas are shared and discussed freely. Our lead product, bulevirtide, has a unique and innovative mechanism of action of HBV/HDV entry inhibition. Bulevirtide has received PRIME status (Priority Medicines) at the EMA (European Medicines Agency) and breakthrough designation for treatment of chronic Hepatitis D at the FDA.

## What are we looking for?

MYR Pharmaceuticals is growing and developing rapidly. Therefore, we are looking for more colleagues to strengthen our team! Our lead product, has been approved for the treatment of chronic hepatitis D. Currently, we are looking for a Clinical Trial Coordinator (m/f/d).

## Your tasks

As a Clinical Trial Coordinator, your area of responsibility would include:

- Provide support to the Study Team (Clinical Project Managers, Clinical Research Associates, Clinical Research Managers, Clinical Logistic Manager), and other involved departments, clinical sites, vendors and other involved stakeholders within clinical trials
- Coordination of submissions and notifications to Ethics Committees and Regulatory Authorities.
- Routine maintenance of TMF, printing of study documentation and correspondence, interaction with and support of the CRAs.
- Coordination of logistics of IP, bio-samples and study materials.
- Provide support to the Study Team with other administrative activities as required (e.g. payments to investigators, correspondence with clients, preparation of status reports, and organization of investigators' meetings).
- Ensure compliance with Study Protocol, GCP, SOPs, study plans and other applicable regulations in all aspects of daily work.
- Promptly escalation of all significant issues to the Clinical Project Manager / Lead, or to the Clinical Development Head and Quality Assurance Responsible Person when Project Manager / Lead is not available.
- Arrange TCs and meetings, including internal meetings and external meetings with vendors, investigators; taking meeting minutes.

- Create, update, track, and maintain study-specific trial management files, trackers, tools, and systems.
- Update and distribute all short interval and overall project trackers. Ensure subcontractors have the most up to date scopes of work. Assist Clinical Project Manager in the development of the overall project schedule.
- Act as contact for project team and study sites.

- Translation of documents from English to local language and vice versa.
- Maintenance of process and project files, e.g. files on vendors management, audits, PV activities, registries and non-interventional studies files, early access to treatment projects files; printing of relevant documentation and correspondence, interaction with involved parties.
- Perform other duties as assigned by the Clinical Project Lead / Manager, Clinical Logistics Manager, Clinical Research Manager / Associate and Clinical Development Head.

**Your profile**

The following qualifications are required for you to be eligible for this position:

- Associate's or Bachelor's degree is required, nature science area is preferable
- Relevant work experience is preferable, but not mandatory
- Fluency in English
- Exceptional communication and interpersonal skills
- Excellent computer skills, including Microsoft Office
- Able to work independently with little supervision
- Highly motivated with a strong work ethic
- Outstanding organizational skills and ability to prioritize tasks

**What we offer**

At MYR Pharmaceuticals we are looking for unique employees for our unique product. In our team, instead of building walls between different departments, we tear them down together.
In order to make you feel great working with us, we offer you a permanent position with the opportunity to develop quickly within the company.

**If this sounds interesting to you, and you see yourself as a part of our team, please get in touch with us without hesitation! Please send us your CV, letting us know which position you are applying for. We are looking forward to meeting you!**

**For any further information, please do not hesitate to contact us via the E-Mail address which you can find below.**

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