

The Emmes Company, LLC (“Emmes”) is a global, full-service Clinical Research Organization dedicated to excellence in supporting the advancement of public health and biopharmaceutical innovation. We believe in the power of truth, so much so that we named our company Emmes, which means truth. Through decades of experience we have learned that collaborative relationships thrive and human health benefits when truth is our compass.

Our “Character Achieves Results” culture is driven by five key values that guide our actions in the way we conduct research and distinguish us as an organization: Integrity, Agility, Passion for Excellence, Collaborative Partnerships and Intellectual Curiosity. We are a trusted partner to clients who share our passion for improving public health in a world of ever-changing scientific research.

If you share our motivations and passion in research, come join us! You will be joining a collaborative culture that empowers every Emmes employee — from entry level through top executive — to contribute to our clients’ success by sharing ideas openly and honestly.

Position: Associate Clinical Data Manager

Job Summary

The Associate Clinical Data Manager is responsible for assisting with data management activities for research studies. The Associate Clinical Data Manager works as an integral part of a cross-functional team through the lifecycle of the research study from design through final analysis and study closeout. The Associate Clinical Data Manager is responsible for the completeness and accuracy of the study data in the electronic database and collaborates primarily with internal project teams on all aspects of data collection.

Key Accountabilities/Duties/Responsibilities

- Assists cross-functional teams with the documentation, testing and implementation of clinical data collection studies in an electronic data capture (EDC) system
- Contributes to design and/or development of study-specific electronic or paper Case Report Forms (CRFs), utilizing study protocol and clinical requirements
- Assists the project team and other study personnel to determine data collection requirements based on the study protocol
- Assists with documenting and resolving data management issues in conjunction with the DM team
- Assists with review, implementation, and evaluation of data validation processes (e.g., edit checks)
- Utilizes study data management documents (e.g., Data Management Handbook, Data Management Plan, Data Validation Plan, EDC System User’s Guide, EDC Training and Certification Documents)
- Assists with reviewing data obtained through Electronic Medical Records (EMR) integration, EDC systems, or other external data sources
- Assists with data quality audits
- Attends and participates in project and functional group meetings as required
- Assists with identification and resolution of data queries and discrepancies

- Assists with training users on the EDC system and protocol specific EDC requirements, maintains related training documentation and supports system user access
- Assists with preparation of data reports as applicable

Required Skills/Abilities

- Excellent verbal and written communication skills
- Skills in prioritization, organization, and time management
- High attention to detail, ability to multi-task and flexible

Required Job Behaviors

- Collaboration: Contributes outstanding teamwork in the achievement of group and corporate goals
- Initiative: Exhibits resourcefulness and action in making independent sound decisions
- Results-Oriented: Performs beyond current job to meet critical deadlines and deliverables
- Service-Oriented: Provides inspired service to internal/external clients that goes beyond the expected
- Responsibility: Takes ownership of a situation and significantly improves processes and/or service

You will receive a competitive salary and annual bonus as well as:

- 25 days holiday
- Friendly and collaborative working environment
- Flexible working hours
- Training in Data management
- Company PC, monitor, cell phone
- Possibility to acquire new skills and knowledge

Employment Type

- Preferably Full-time

Also suitable for graduates.

Interested candidates should submit a CV and cover letter in English to jobs@neoxcro.com.