



Centre d'Études Cliniques Ltée (CEC) is hiring A Management Support Officer!

CEC is a Clinical Research Organisation (CRO) specialised in the assessment of safety, efficacy and acceptability of food supplements, cosmetic and dermatological products.

Section of activity Clinical Trials
Location 6, Lancaster Court,
Lavoquer Street, Port
Louis

Duties are as follows:

- **Main : recruitment of volunteers either phone or field work**
- Switchboard management (reception and transmission of calls)
- Reception and orientation of visitors/volunteers
- To file/ classify study documents accordingly,
- To assist in the conduct of study (receiving volunteers, distribution of consent form and visit form documents, ...)
- To assist in managing products (receipt, prepare labels, weighing, preparation of documents) under the supervision of the clinical trial coordinator)
- To assist with entering and updating data (study data, volunteer database, clerical data, ...)

Due to the nature of the work, we are looking preferably for a **female** candidate.

We are currently looking for degree holders in science related fields: **Bsc (Hons) Management/ Hospitality/ Business or any other related fields**

Duration: **Full time**

Experience: (Optional) **No prior experience needed but it would be an advantage. Also open to young and dynamic fresh graduates who are fast learners and willing to evolve in clinical trials**

Remuneration: **Competitive salary**

Deadline to apply: **11th August 2023**

Working Days/ Time: **From Monday to Friday- 8:30 to 5pm**

Send your CV/ Motivation Letter on: **sadiyah.joomun@centredetudescliniques.com**

For more information: **www.centredetudescliniques.com**