



Junior Associate Clinical Data Coordinator: Clindata, Mauritius

Clindata is a Contract Research Organization (CRO) based in South Africa, Sri Lanka, and Mauritius. We are currently looking for a **Junior Associate Clinical Data Coordinator** to join our growing **Clindata Mauritius** team.

Primary Job Purpose

The Junior Associate Clinical Data Coordinator is responsible for the delivery of Data Management services and to coordinate and manage data processes related to multiple studies.

Job Specific Duties and Responsibilities

- Read, understand, and manage all projects according to the study protocol
- Develop project-specific Data Management study documents, i.e., Data Management plan
- Develop Data Capture Forms, project plans, manual reports and completion of all study initiation documents
- Participate in study planning, initiation activities, status updates, and coordinate study specific Data Management processes
- Complete UAT on EDC and paper-based databases
- Initiate and coordinate database change control processes, external vendor data, dictionary coding, data extracts and data transfers
- Attend study team meetings and interact with sponsors
- Be a point of contact for all project questions from the project team
- Ensure the accuracy, completeness, and consistency of clinical databases
- Complex data operations
- Manage Project Timelines

Qualification and Experience Requirements

- 3-year Degree (Microbiology preferred)
- No industry experience required

Specific Skills and Abilities required

- Attention to detail
- Proficiency in Microsoft Windows, including MS Word, Excel, and PowerPoint
- Outlook, MS Teams, and Office 365
- Ability to learn new software and systems
- Ability to work independently and be part of a team
- Excellent time-management (meeting deadlines) and problem-solving skills

This position is based in Tamarin, Rivière Noire, Mauritius and will be suitable for Mauritian citizens.

Closing Date: **03 May 2024**

Important Note to Applicants

Please be aware that Internet Explorer is not compatible with BambooHire.

The Company complies with local and international data protection and privacy legislation. This includes transparency in the processing of personal information processed about job applicants during the recruitment process. By applying for this position, applicants agree to the processing of their personal data in accordance with our recruitment procedure and Privacy Notice available from our website.

As part of the hiring process, candidates need to willingly take part in personality and behaviour assessments to determine a good fit for the job role. These assessments assist with evaluation of candidates in a fair and thorough manner. All information gathered are kept private and only used to assess suitability for the job role. The Company may perform criminal and/or other relevant checks (as is relevant to the position) on all applicants applying for this position.