



PROJECT ASSISTANT

CRF Health

ABOUT THE COMPANY:

CRF Health is the leading global provider of electronic patient management (eDiaries) and wireless data collection solutions for the Life Sciences industry. Through innovative technology and a thorough understanding of drug development and mobile computing, CRF is driving the change to higher quality outcomes and safer, more efficient paper-free clinical trials. CRF Health's technology has been used by more than 180,000 patients across 60 countries in 59 languages for 45 indications. CRF Health has offices in Lansdale, PA, Helsinki, Finland, London, UK and Cape Town, South Africa. The website is www.crfhealth.com.

CRF Health currently has openings in our Lansdale, PA and London, UK offices.

ABOUT THE JOB:

CRF Health, a successful and growing privately held company, is seeking to hire an organized, team oriented, excellent time manager as Project Assistant. This position works as support within the Client Services team to ensure timely project deliverables.

POSITION RESPONSIBILITIES:

- Accurately and efficiently verifies and enters project data change requests
- Handles daily project correspondence with internal and external clients including study team meeting minutes.
- Handles project team Helpdesk tickets when appropriate for specific projects.
- Creates courier and mailing shipments as well as Inventory Reports for projects.
- Creates, writes and/or edits user manuals, status reports and other project documentation.
- Assists project team with the maintenance and decommissioning phases of a project.
- Handles office administrative duties as needed such as phones, mail, and office supply ordering.

POSITION REQUIREMENTS:

- High School Diploma or equivalent BA/BS preferred in Life Sciences
- Excellent time management, communication (both oral and written) and organizational skills
- Detailed oriented, perfectionist with excellent editing skills
- 1 – 2 years office. Biology, Pharmaceutical or Clinical Trial experience a plus
- MS Tool experience – Word, Excel, with MS project and Power Point preferred
- Must be able to handle multiple projects at one time

- Team oriented with a “Can Do” attitude

CFR Health is a growing, dynamic and fast paced company that offers a competitive salary and an excellent benefits package.

Please submit your resume in Microsoft Word format and include your salary history and requirement. Email to: careers@crfhealth.com.