Clinical Project Coordinator
Cook Research Incorporated is currently accepting applications for a Clinical Project Coordinator to become a part of our growing Clinical team. This position is responsible for providing support for the daily activities of clinical studies.

Responsibilities
- Work closely with the clinical study team and provide assistance in ensuring that study activities are being conducted in a timely manner and comply with quality system procedures, applicable standards, and clinical systems
- Perform general functions such as:
  - Track and upload of documents in CDMS
  - Provide logistical support
  - Prepare study materials
  - Schedule and coordinate internal meetings
  - Record meeting minutes
  - Receive and archive imaging
  - Make travel arrangements
  - Manage clinical supplies
  - Run reports
- Obtain clinical study insurance
- Maintain and ensure all clinical study documentation is in a state of audit-readiness
- Provide assistance and support for other clinical study activities, as needed

Essential Qualifications
- Associate’s/Bachelor’s degree (scientific-, health-, or business-related field preferred) or equivalent work experience is required
- Previous experience in supporting research or medical device/drug clinical studies is preferred
- Conscientious with a strong work ethic and personal discipline
- Demonstrated ability to work independently and apply judgment to work on most important priorities
- Ability and desire to work in a collegial team atmosphere; including communicating and working constructively with colleagues
- Demonstrates high level of accuracy and is detail oriented
- Strong organization skills and time management; ability to work on multiple projects
- Excellent critical thinking, computer, written, and verbal communication skills

Interested?
To apply, please go to https://www.cookmedical.com/careers and search for this position. Click on the position title to open the position description and submit your application.