



Job Description

Job Title: Administrative Coordinator

Date Developed: April 8, 2000

Statement of Purpose: R-Research is a rapidly growing, private enterprise providing support to physicians interested in participating in clinical trials. Under general to limited supervision, the Administrative Coordinator provides direct support to managers, supervisors, and clinical research coordinators

Essential Job Function:

1. Assembling, filing, tracking and recording of regulatory documents.
2. Assist in telephone screening of patients for specific study enrollment.
3. Schedule patients appointments
4. Maintains task list with follow-up reports to appropriate staff.
5. Answers the phone courteously and directs calls appropriately.
6. Composes correspondence and reports
7. Coordinates meetings with sponsor representatives, investigator and/or staff, and office staff.
8. Maintains organized filing system
9. Provides secretarial support for management staff.
10. Develops monthly newsletter of current and upcoming clinical trials.
11. Assists in website maintenance as needed.

Required Skills:

1. Strong Microsoft Office Suite Skills (including Access) (testing validation at Job Service)
2. Typing speed of 40 words per minute or greater
3. Ability to work under pressure and handle/manage multiple tasks, Simultaneously.
4. Ability to work/coordinate with others as well as work independently using time management/priority skills
5. Must have high level of customer service skills (people skills) both Internally and externally
6. Must be flexible and have the ability to work overtime to meet deadlines
7. Must be detail oriented
8. Must uphold a high level of confidentiality and professionalism
9. A basic knowledge of medical terminology is recommended

Qualifications:

Education: One year secretarial diploma from an accredited college or university and two years secretarial experience.
OR
Five years of experience in a similar secretarial or administrative assistant position.

Physical Effort:

1. Moves/lifts boxes weighing 25 pounds or less paper or supplies
2. Sits at desk performing these functions approximately 90% of the time.

Hours of work: Works an eight hour shift weekdays
Reports to office manager.

Prepared by: _____
Office Manager Date

Reviewed by: _____
Tom Davis, President Date