Arbutus BIOPHARMA
Aspiring to Cure Chronic Hepatitis B

Clinical Operations Associate
Reference 17-24

Posted: May, 2017

About us:
At Arbutus we have a vision: to cure chronic Hepatitis B virus (HBV). We have a dedicated and innovative team and we are uniquely positioned to transform the HBV treatment landscape. We are developing a portfolio of drug candidates with multiple mechanisms of action that we believe will result in a combination therapy to cure HBV. Arbutus Biopharma has offices and research facilities in Burnaby, Canada and Warminster, Pennsylvania, USA.

About the role:
Arbutus has an opportunity for a Clinical Operations Associate to join our team in Warminster. Reporting to a Director, Clinical Operations, the Clinical Operations Associate will provide reliable, high level support to our clinical operations department in the execution of clinical studies.

If you are looking to join a team with a proven track record in drug discovery and development, and are as passionate as we are, we want to hear from you.

Responsibilities will include:
- Develops and maintains Clinical filing and documentation systems including:
  - set-up and maintenance of Arbutus' electronic trial master files;
  - working with key stakeholders to maintain and QC the TMFs across all files; and
  - managing all study specific and/or departmental files.
  - QC study start-up documents prior to dosing to ensure required documents have been collected.
- Assists Clinical Operations team with developing and finalizing project infrastructure including project documents, budgets and project plans.
- Responsible for processing of invoices and tracking of project related costs and expenditures.
- Performs document reviews with integration of data from multiple sources.
- Liaises with CRO's, study sites, KOL's, investigators, etc. in relation to the conduct of Clinical studies.
- Creates monthly metrics reports, study summaries and update trackers as needed.
- Updates project plans other clinical operations documents as necessary.
- Prepares clinical study kits and other materials for distribution to clinical sites.
- Performs literature searches as necessary.
- Organizes and verifies travel, accommodation, and meeting arrangements for assigned clinical staff and related study team members.
- Handles various administrative responsibilities for the Clinical Operations team, including:
  - making meeting arrangements;
  - word processing and database entry;
  - preparing expense reports, photocopying, scanning and compilation work; and
  - preparing agendas for meetings and taking meeting minutes.
- Other related duties as assigned.

Qualifications:

- Bachelor's degree (preferred) or recognized Diploma and at least 5 years of related clinical research experience or equivalent combination of education and experience.
- Good knowledge of ICH-GCP guidelines, and applicable regulations.
- A good understanding of the drug development process with an ability to work on complex clinical research projects.
- Strong organizational and personal effectiveness skills with an ability to prioritize work assignments, seek information, and meet timelines in a fast-paced environment.
- Demonstrated ability to work effectively in teams and manage multiple tasks with competing priorities.
- Excellent attention to detail with a strong commitment to standards and quality.
- Proven flexibility, adaptability and professional integrity.
- Must be able to multi-task and prioritize work effectively.
- Strong interpersonal, oral and written English communication skills.
- Competency in Microsoft Word, Excel and PowerPoint required; experience in MS Project beneficial.
- Establishes and maintains effective, professional, collaborative working relationships with staff at all levels of the organization.
- Experience with assisting in the set-up of Investigator meetings is a plus.

Contact Information:

701 Veterans Circle
Warminster, PA 18974
e-mail: careers@arbutusbio.com
web: arbutusbio.com

How to Apply:

We invite you to send your cover letter and resume in PDF format, to careers@arbutusbio.com. Please ensure your submission is in PDF format (ideally in one document) indicating the position title and reference number in the subject line of the email (**"Clinical Operations Associate #17-24"**).

About your Application:

At Arbutus we value diversity and encourage applications from all qualified candidates.

We greatly appreciate your interest in being a part of our team; however, because of the volume of resumes received, we are only able to contact you should you be considered for a position. We will keep your resume in our database for one year, and contact you should a position that matches your skills become available.

Search Words: Clinical Trials Assistant; CTA