

CLINICAL TRIALS ADMINISTRATOR

**Based in Gosmore
Full Time**

Would you like to work in a pharmaceutical industry clinical research environment where you can play a central administrative role in all aspects of our clinical trials? This will involve broad responsibilities for document management, arranging, participating in, and taking minutes for internal and external meetings, and assisting in obtaining regulatory and ethical approvals. Well here's your chance.

Situated in beautiful woodland surroundings in rural Hertfordshire, this is a progressive company of brand leaders with an impressive range of prescribed and over-the-counter medicines applied to the skin. This successful, family owned and forward-thinking business blends commercially driven professionalism with a friendly and informal culture, encouraging personal fulfilment and advancement as well as life outside work.

To succeed in this role, you will need to be a very organised team player with extraordinary attention to detail, familiar with working in a highly regulated environment and share our high ethical standards and quality-focused approach. You must also be accomplished in using the various types of computer systems deployed in the modern workplace. It would also be advantageous if you have a formal life-science qualification, and/or experience working in the pharmaceutical industry or in healthcare, and/or knowledge of ICH GCP.

If you are interested to find out more and apply, please contact Karen Wignall, 01462 458866 or email your CV with covering letter to careers@dermal.co.uk