Celyad Oncology is looking for a **Clinical Trial Associate**. The successful candidate will be home based in USA (East Coast) and will report into the Director of Clinical Operations in Canada.

Role & Responsibilities

As a Clinical Trial Associate (CTA), you will support all assigned clinical operations' activities from adequate documentation, tracking and filing to agenda organization and management:

- Support high-quality Trial Master Files (TMFs). Perform set-up, maintenance and archiving of TMFs
- Assist in collection of essential documentation required for clinical studies start-up and site activation, and assist in ongoing collection of essential documents throughout clinical studies
- Manage documentation of clinical studies in compliance with Good Clinical Practices (GCP) and relevant Standard Operating Procedures (SOPs)
- Support maintenance of clinical studies management tracking tools and trackers
- Support organization of clinical meetings (internal meetings, CRA meetings, Investigators meetings, etc.) including agenda, minutes, logistics
- Act as central contact for clinical operations team for department communication, correspondence, and associated documentation
- Support (or Lead) on Process Improvement initiatives related to the function

Qualifications & Experience

- Bachelor's Degree in health care, life sciences or related field with demonstrable related experience in pharmaceutical / biotechnology industry including records management experience in a GCP-regulated environment. Oncology clinical trials experience is an advantage
- Good knowledge of Good Clinical Practices (GCP), regulations/guidelines and of the auditing process and compliance requirements in relation to TMF
- Solid experience of electronic document management system(s) and eTMF
- Proficient in common office technology e.g. Microsoft tools, teleconferencing, etc.

Skills & Competencies

- Strong general administrative skills and a minimum of 2 years of clinical studies administration experience
- Excellent planning, communication (written and verbal) and organizational skills
- Ability to handle multiple complex tasks within a given timeline
- Ability to work in an international team environment as well as independently
- Hands-on attitude
- Able to work in an 100% remote based position

For more information about this position or about the Company, please contact us by email at job@celyad.com

About Celyad Oncology

Celyad Oncology is a clinical-stage biotechnology company focused on the discovery and development of chimeric antigen receptor T cell (CAR T) therapies for cancer. The Company is developing a pipeline of allogeneic (off-the-shelf) and autologous (personalized) CAR T cell therapy candidates for the treatment of both hematological malignancies and solid tumors. Celyad Oncology was founded in 2007 and is based in Mont-Saint-Guibert, Belgium and New York, NY. The Company has received funding from the Walloon Region (Belgium) to support the advancement of its CAR T cell therapy programs. For more information, please visit www.celyad.com.