



TauRx Therapeutics Ltd

Vacancy

Archivist & TMF Records Specialist

TauRx are seeking to recruit an Archivist & TMF Records Specialist.

Role Purpose:

This role will require the candidate to maintain an inspection ready Company Document Archive system and associated document processes. This includes the Selection, Contract Manager and oversight of all archive vendors and the maintenance of on-site archive and management of archive register.

The candidate will ensure the preparation, processing, and tracking of TauRx specific documents received either in paper or electronic format, are handled in a timely manner and ensure that specified documents are submitted to the (e)Trial Master File (TMF) and reviewed for quality on an ongoing basis.

Education:

- Degree educated, or equivalent

Experience:

- Proven experience of paper/electronic Archiving and Document Management
- Proficiency in Adobe Acrobat Professional [or similar], ISI Tools and web-based document indexing and viewing application
- Knowledge of i.e., scanning, extracting, uploading, OCR, rendering, bookmarking/linking, document verification and compiling
- Experience in collecting, scanning and coding documentation
- Previous employment at Pharmaceutical, CRO or Medical Device Company is preferred but full training will be given
- Knowledge of clinical development phases and processes including GCP and ICH regulations is also preferred but full training will be given

This is a full-time position based in the Aberdeen office.

Further information and a full job description is available from the HR Department.

Applications should be made in writing by forwarding a covering letter and CV to HR@taurx.com

Closing Date: 13th April 2018