

VACANCY

Records Specialist / Senior Records Specialist

TauRx are seeking to recruit a Records Specialist / Senior Records Specialist.

Role Purpose:

The role will develop strategies for ensuring the complete and accurate delivery of finalised electronic Trial Master Files (eTMFs), participate in the review and implementation of supporting documentation, liaise with clinical vendors and co-ordinate study goals and objectives associated with the eTMFs. In addition, the role will ensure that documents are processed and uploaded appropriately to the SOF as per the SOF structure and in line with the MHRA GCP Guide for Electronic Sponsor Oversight File (eSOF) quality.

Education:

- Degree educated desirable (life sciences preferred) or equivalent combination of education, training and related experience

Experience:

- Proven experience managing eTMF documentation as a Records Specialist or Clinical Trial Associate (CTA) or similar at Pharmaceutical, CRO or Medical Device Company
- Experience with eTMF migrations, electronic archiving and Shared Mailbox management is an advantage
- Proficiency in Adobe Acrobat Professional [or similar], 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
- Knowledge of clinical development phases and processes including GCP and ICH regulations

This is a full-time, permanent position, based in our Aberdeen office (partial remote/home-working may be considered).

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