

JOIN OUR TEAM!

CINCINNATI

ENTRY-LEVEL REGULATORY SUBMISSIONS COORDINATOR INTERVIEW DAY

Are you interested in working in clinical research at a CRO, but aren't sure where you may be a fit? Regulatory Submissions handles regulatory needs that occur from the time Medpace is awarded a study to the critical milestone of getting the first patient screened. Our Regulatory Submissions team serves as the lead to initiate start-up activities for the research sites with which Medpace works. We're hosting an Interview Day for several entry level openings for our Regulatory Submissions Coordinator role.

POSITION

Regulatory Submissions Coordinator

- Communicate with research sites (doctor's offices, universities, hospitals, etc.) to collect all essential documents required before the site begins to screen patients to participate in the clinical trial
- Maintain and perform ongoing quality review of trial documents within the Trial Master File (TMF)
- Collect, review, organize, and assemble regulatory start-up submissions (includes submissions to Institutional Review Boards, or IRB)
- Maintain timelines for study start-up through both internal and external collaboration
- Provide advice and guidance to internal and external team members to ensure compliance with applicable regulations and requirements
- Review pertinent regulations and guidance to develop proactive solutions to regulatory issues and challenges

QUALIFICATIONS/REQUIREMENTS

- A minimum of a Life Sciences Bachelor's degree is required (2022 Grads welcome!)
- Excellent organizational and prioritization skills
- Knowledge of Microsoft Office
- Great attention to detail and excellent oral and written communication skills

WHERE: Cincinnati, OH (Details provided if selected to attend)

WHEN: Wednesday, March 23rd, 2022

RSVP: [CLICK HERE](#) to apply

PUT YOUR DEGREE TO WORK AT MEDPACE

Our work is meaningful and our employees thrive in an environment with an important purpose.

- Provide hope for those living with debilitating diseases
- Join one of the global leaders in life-saving drug development and device
- Become part of a community dedicated to changing lives

Medpace has been recognized as a top workplace, below are a few reasons why:

- Competitive compensation and benefits programs
 - 401k match
 - Vacation time, paid holidays (plus floating holidays and sick time)
- Challenging, gratifying work
- Extensive career development opportunities
- Casual dress code
- Opportunities to work from home
- 24/7 on site fitness centers



MEDPACE

medpace.com/careers
EO/AA Employer M/F/Disability/Vets