

# Help Wanted: Clinical Research Coordinator (Dartmouth, MA)

## Clinical Research Coordinator Dartmouth, MA

Responsibilities: Seeking a highly motivated candidate for the position of full time Clinical Research Coordinator for a busy research site. This position will offer benefits.

The candidate for this position must:

- Have strong organizational skills, attention to detail and the ability to multi task
- Have the ability to work independently as well as with a team.
- Demonstrate the ability to follow protocols and procedures as well as FDA, GCP and SOP guidelines.
- Be able to recruit and enroll patients into studies and assist with patient care.
- Coordinate and perform all study related procedures including but not limited to ECGs, vital signs, and pulmonary function testing.
- Obtain and prepare laboratory specimens.
- Maintain regulatory documents.
- Complete and file paperwork as necessary for each patient and make required phone calls.
- Be flexible in work schedule and overtime if necessary. Saturday mornings required.
- Be able to travel to meetings when required.
- Have professional manner and good computer and communication skills.
- Assist with all research related tasks as needed.
- Have or be willing to obtain CPR certification and

phlebotomy training.

Please scan or fax resume to Attn. Debra Macedo, (Fax)  
508-984-5574 or (Email) [dmacedo@nemra-us.com](mailto:dmacedo@nemra-us.com)