

**CLINICAL INVESTIGATION CENTRE
University of Malaya Medical Centre
Kuala Lumpur**

CIC is a dedicated unit for conducting clinical trials at University Malaya Medical Centre (UMMC), a 1200-bed referral centre and Malaysia's premier teaching hospital established under the Dean's office at the Faculty of Medicine, University of Malaya and functions as a Clinical Trial Management Organization and a "one-stop" centre designed to facilitate the conduct of safe and credible clinical research by providing a unique collaboration of academic excellence and experience.

**STUDY COORDINATOR
(Breast Cancer Resource Center)**

Responsibilities:

- Oversees the clinical, laboratory and epidemiological research projects related to breast cancer in UMMC (i.e. patients recruitment, blood sampling & processing, visit scheduling, etc.)
- Serves as focal point for communication between site and sponsor (coordinate the on-site team, and lead meetings)
- Maintains communication with investigators, collaborators, affiliates of clinical study and experts involved
- Ensures timely and accurate transcription of information on source documents, paper case report forms (CRFs), and electronic CRFs
- Develops reporting mechanism for bringing critical and high priority issues to the Investigators, sponsors, and/or Monitors
- Ensures proper documentation specifications are in place during the conduct of a study
- Comply with guidelines, procedures and methodology as stipulated in individual study

Requirements:

- Malaysian
- A degree or postgraduate degree in basic science or medical-related field. Having Good Clinical Practice (GCP) would be a bonus
- Good command of written and spoken English and Bahasa Malaysia. Other languages as added advantage
- Good communication, negotiation and interpersonal skills, with ability to work with people at all levels and team player, independent and very diligent
- Previous experience in clinical studies related work, preferably at least 2 years of experience
- Postgraduate candidate or with intention to apply for postgraduate studies preferred
- Full time employment (at least 1 year of contract)
- Able to use Microsoft Office applications, SPSS or other data processing software's.

Salary scale: RM1500-2000 a month depending on qualification but negotiable.

Interested and qualified candidates are invited to send in your application latest by 08 January 2019 to:-

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