

## Job Announcement: Clinical Trials Assistant

The Mario Negri Institute for Pharmacological Research is seeking a motivated **Clinical trial assistant** to join our research team at the laboratory of *Clinical Research in Brain and Cardiovascular Injury*. This is a unique opportunity to contribute to cutting-edge clinical and translational research in the fields of cardiology, intensive care medicine, and pharmacology. The selected candidate will provide support for research activities within various projects carried out by the Laboratory.

**Position Title:** Clinical trial assistant

**Location:** Mario Negri Institute, Milan, Italy

**Type:** Full-Time

### Key Responsibilities:

- Support regulatory activities related to clinical trials from start-up through close-out
- Prepare, submit, and maintain documentation for IRB/IEC and other authorities
- Manage CTIS submissions and track approvals, timelines, and compliance requirements
- Maintain accurate regulatory files and essential documents
- Coordinate communication with investigators, study teams, sponsors, and regulatory bodies
- Provide general administrative and secretarial support, including scheduling, document management, and correspondence
- Assist in team networking activities, internal coordination, and stakeholder outreach

### Qualifications:

- Experience in clinical research, regulatory affairs, or a related healthcare/scientific field (preferred)
- Familiarity with IRB procedures, clinical trial regulations (ICH-GCP), and regulatory submissions
- Experience with CTIS is a strong advantage
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple tasks and deadlines
- Proficiency with standard office software and document management tools

### Why Join Mario Negri Institute?

- Opportunities for training and professional development
- Be part of a world-renowned research institution dedicated to improving health through scientific innovation.
- Collaborate with leading experts in the field of pharmacology and medical research.
- Work in a dynamic and intellectually stimulating environment
- Contribute to meaningful research that can directly impact patient care and treatment outcomes.

If you are passionate about advancing scientific knowledge and making a difference in the field of cardiovascular medicine or intensive care, we encourage you to apply.

**To Apply:** Please submit your CV and contact information to [jennifer.meessen@marionegri.it](mailto:jennifer.meessen@marionegri.it).