atHeart Medical Clinical Trial Associate

Job Description

atHeart Medical is looking for a Clinical Trial Associate based in the San Francisco Bay Area (CA), to support the in-house management of our clinical trial program.

atHeart Medical was founded to establish the first transcatheter septal occluder with a metal-free frame, as the new standard of care for atrial septal defects (ASD). We want patients with ASDs to be treated with a device that keeps more transseptal treatment options open for their future. We are a dedicated and supportive international team based between the USA and Switzerland. Our name embeds our values: in everything we do, we have clinical excellence and patients at heart.

We are conducting the US FDA-approved ASCENT ASD pivotal trial in the USA, Europe and Canada, to demonstrate the safety and efficacy of our reSept ASD Occluder to treat patients with clinically significant ASD.

As a Clinical Trial Associate, you will be a key member of the Clinical Affairs team, responsible to provide operational and organizational support and to track and maintain trial-related documents and materials. This is an office-based role requiring strong communication and organizational skills, ability to work independently, and to deliver in a fast-paced environment.

The base pay range for this position is $60,000 - $80,000. Factors, including skills and experience, will be considered. Actual compensation may vary.

Your Role:

- Update and maintain the study Trial Master File (TMF) and other study files
- Manage device accountability activities, including shipment and related documents
- Lead the preparation of study materials for trial sites
- Support site management activities
- Support Investigator and Coordinator Meeting logistics and materials
- Assists with generating and maintaining operational metrics as needed
- Conduct administrative activities related to clinical study reports, regulatory submissions, publications, and presentations
- Opportunity for career advancement to Clinical Research Associate

Your Qualifications and Experience:

- At least one year experience in clinical research and Trial Master File support
- Experience with Excel, cloud-based programs and Microsoft Office
- Experience with assisting/supporting a department
- Familiar with Medical Device product trials and regulations, working knowledge of GCP a plus
- Associate degree/College diploma desired. Bachelor's degree in health sciences or related field preferred

Your Personal Skills and Availability:

- Exceptional time management and ability to multi-task and prioritize
- Excellent verbal and written communication and interpersonal skills with demonstrated ability to interact with colleagues and external business contacts
- Proven ability to work independently and in a team
- Good problem-solving skills
- Personal attributes: independent, decisive, accurate, detail-oriented, multi-tasking, organized, and flexible

If you would like to learn more and work with us, please contact:
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