

Pacific Bioscience Laboratories, Inc. – Job Description

Clinical Assistant/Recruiter

SUMMARY

The Clinical Assistant will be responsible for conducting and/or assisting with internal clinical studies involving but not limited to subject recruitment, questionnaire development, and study setup.

REPORTING

The Clinical Assistant/Recruiter reports to the Director of Clinical Research.

DUTIES AND RESPONSIBILITIES

Clinical Research –

- Work in partnership with the clinical staff to help plan and set-up internal studies for methodology development and claims support.
- Backup examiner for Clinical research studies.
- Maintain a clinical database for subject recruitment.
- Set up studies for study execution.
- Responsible for subject recruitment and telephone screening.
- Maintain a subject recruitment database.

QUALIFICATIONS

- Licensed Esthetician in the State of Washington
- Ability to communicate effectively, both written and orally.
- Strong interpersonal and communication skills.
- Excellent people skills
- Willingness to learn
- Computer skills
- Demonstrated ability to multi task
- Detail oriented.
- Part-time (maximum 24 hours/week)