



It's all about trust

## TFS

*TFS, with headquarters in Lund, Sweden, is the largest non-listed European clinical Contract Research Organization (CRO). Clinical services are provided by four business areas; TFS Explore™, TFS Develop™, TFS People™ and TFS Academy™, with annual net revenue greater than € 40 million, global operations in 21 countries, and 500 employees worldwide. Detailed information about TFS business areas, global locations and recent press releases can be obtained at [www.tfscro.com](http://www.tfscro.com)*

---

## Clinical Research Associate (CRA)

TFS is a CRO with highly committed and competent employees, who either work as outsourced consultants at pharmaceutical, or biotech companies, or work with project assignments in-house. A CRA is a member of the Study Team, and is responsible for the initiation, monitoring and termination of tasks during the study process according to company policies, SOPs and regulatory requirements. The position is full-time and you will be located at our Dutch office in Berghem or at the client's office (Netherlands).

### The main responsibilities of the CRA will include:

- Preparing and conducting pre-study activities, site selection, initiation visits, routine monitoring and close out visits
- Preparing and/or supporting applications to ethics committees and regulatory authorities
- Contributing to the completion of study documentation such as: CRFs, patient diaries, Monitoring Manual, Study Operations Manual, Source Data Verification Plan etc
- Planning and participating at Investigator's meeting(s)
- Responsible for the site(s) and on-site management during the study process
- Ordering and coordinating study supplies
- Preparing study documentation and assisting the Clinical Quality Assurance Manager/Regulatory authorities during audits/inspections in-house or on site
- Negotiating contracts with the clinics, laboratory, pharmacy etc
- Responsibility for the final archiving of all study documentation in-house
- Set-up and maintain Investigator File on site
- Maintain Trial Master File in cooperation with the study team

The CRA should act as the main communication link between TFS/Sponsor and the study sites for activities related to site management.





It's all about trust

---

**Other requirements/qualifications:**

- Suitable academic education in life sciences
- At least one year experience as a CRA
- Excellent communication skills in English and Dutch
- Good organizational skills and social skills
- Ability to maintain effective, professional communication
- Ability to prioritize and manage multiple tasks
- Valid driving license
- Willing to travel (Netherlands, Belgium and Germany)

**TFS will offer:**

A dynamic and growth-oriented organization with a work environment distinguished by professionalism, integrity and responsibility

Welcome to join us and to contribute in placing TFS among the top 7 worldwide CROs.

**Your job will make a difference!**

For more information about this position please contact:

Monique van den Hoogen, Unit Manager TFS People  
tfspeople-nl@tfscro.com

We are looking forward to receiving your application with included CV and a personal letter. We practice a continuous selection procedure, so please send your application as soon as possible, however no later than April 1st, 2012.

TFS People  
Burg. van Erpstraat 4  
5351 AW Berghem  
Tel: +31 412 407077  
Fax: +31 412 403054  
Email: tfspeople-nl@tfscro.com

