



Job Title:	Project Coordinator	Date posted:	August 27, 2019
Location:	Collegeville, PA	Position Type:	Full-Time
Job Description			
ROLE AND RESPONSIBILITIES			
<p>Performs project coordination duties which may include communicating with sites for essential documents, participating on sponsor teleconferences, and collaborating with the internal team in support of client deliverables. Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of staff, as well as outside clients and vendors. Sensitivity to confidential matters is required.</p>			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<ul style="list-style-type: none">• 3+ years of relevant experience• Bachelors Degree or higher• Detail-oriented• Excellent communication skills			
Preferred Skills			
<p>Experience in the following area are preferred:</p> <ul style="list-style-type: none">• Medical device or diagnostic trial management• Clinical trial technologies• MS Word• MS Excel• MS Powerpoint			