



Job Description

Assistant ClinFact

(for the duration of 12 months & with a minimum of 32 hours per week, can also be filled with two parttime employees)

Position in Organization

Reports to:

- Project manager ClinFact

Direct reports:

- NA

Aim of the Role

The aim of the position is to support the ClinFact team with all the administrative and account activities related to the training and certification processes of QFR users worldwide, including the training and certification activities of partners and distributors. We are looking for a candidate who thrives on being an integral part of a team and who takes pride in a flawless and high quality administrative processing of the departmental needs.

Key Responsibilities

Strategic tasks

- Responsible for all the administrative activities related to the QFR certification process and other administrative tasks associated with QFR related clinical trials within ClinFact

Operational tasks

- Communications regarding Attendance & registration forms
- Insert new users into the StudyTrackingSystem (Access Data Base)
- Create server links for session uploads
- Create, maintain and delete cloud accounts
- Create e-learning accounts
- Create and send certificates to certified users
- Responsible for email correspondences regarding easy e-training and Cloud account issues
- If needed (as required) communications with other trial (related) activities

Accountabilities

Is accountable for, alone and in a team contribution:

- Efficient administrative processing of the QFR training and certification processes, both online and on-site, such that these are of high quality and efficient;
- High quality of the QFR e-training program;
- The administration around image analyses processes of research studies for external partners as well as in-house.

<Job Title>

1 van 2

Date: 23 Feb 2022

Company Confidential
Medis Medical Imaging Systems bv

Key Measures (Performance Metrics)

- Response time to questions from QFR participants and users within 2 working days in 90% of the cases;
- Response time to questions and requests from QFR trainers within 2 working days in 90% of the cases.
- Contribute in the organization of QFR-trainings courses, both in-house as well as virtual, with the highest quality

Education and Experience

Education

- Middle- or higher education with attention to languages, or other related educational programs

Experience

- Excellent written and spoken English and Dutch, and preferably one or more other languages, such as French, German or Spanish.
- Microsoft Office experience; including extended knowledge of Excel (complex spread sheets) and working with Access are required.

Personal Skills and Competences

- Committed and pro-active.
- Accurate, reliable, attention for details.
- Excellent written and verbal communication skills (minimally Dutch and English).
- Well organized with ability to work independently and in teams.