

POSITION SEARCH
Study Coordinator**The Company**

Noble Life Sciences (Woodbine, MD) is a contract research organization (CRO) providing services in the fields of preclinical drug, vaccine and medical device development, from product discovery to GLP- compliant studies for regulatory submissions.

The company offers integrated *in vitro* and *in vivo* services, including cellular and animal disease model development and experimental design, non-GLP and GLP efficacy, toxicity, biodistribution and product release studies in both small and large animals, and vivarium services. The company also offers custom polyclonal antibody production services, as well as research animal tissue and sourcing.

The Noble facility includes 24,000 sq. ft. of SPF animal housing and support space, with conditioned indoor housing for large animals, five acres of fenced outdoor housing for large animals, two fully equipped surgical suites, a necropsy suite and a sample processing lab. The facility includes ABSL-2+ and BSL-2 capabilities, an automated security system, automated equipment and HVAC monitoring systems and a 100% back-up generator.

NLS is AAALACi accredited, USDA licensed, OLAW compliant, FDA inspected and successfully audited by numerous clients.

The Position

The **Study Coordinator** – is a key position within the organization with significant prospects for career growth as the company continues to increase the breadth and scope of its business. This position reports directly to the Study Directors.

Responsibilities include but are not limited to:

- Assist Study Director in determining staffing requirements, scheduling and documenting all critical events
- Assist Study Director with protocols and reports preparation
- Maintain inventory levels specified by the protocol and/or SOP
- Prepare all data forms required to conduct the study as specified by the protocol and/or SOP
- Process, document, store and ship specimens according to Study Protocol
- Keeps track of due dates for shipment of specimens
- Maintain samples processed in the appropriate database and all specimens processed.
- Must be able accommodate a fast-paced laboratory schedule.
- Follow lab processes and procedures and take instruction/guidance from senior team members
- Ability to work independently and in a team setting

Qualifications & Specifications

- Bachelor's degree in a scientific discipline
- Must have at least 1 year of related experience
- Proficient knowledge of Microsoft Office products.
- Adobe Professional
- Meticulous attention to detail, outstanding communication skills and must be computer savvy
- Experience in a laboratory setting preferred

- Must possess excellent verbal and written communication skills as well as excellent interpersonal skills

Noble Life Sciences is an equal opportunity employer and offers professional development opportunities and comprehensive benefits package.