

# We are looking for a: **CLINICAL BIOSAMPLE ADMINISTRATOR** for Barcelona office headquarters

## **About us:**

SOLTI is an academic research group that performs clinical trials of excellence in oncology. Currently, SOLTI is comprised of over 400 renowned research professionals distributed over a broad network of more than 110 leading hospitals in Spain, Portugal, France and Italy. SOLTI focuses its efforts on developing cutting-edge clinical trials with novel targeted therapeutics including innovative translational research, fostering the participation of research into cancer in international networks and promoting excellence in the management of cancer among their members.

## **Main responsibilities:**

- During the trial, serves as the main point of contact with biosample kit production and logistics vendor.
  - Participates in the selection of kit content.
  - Coordinates and confirms kit shipment.
  - Prepares guidelines for processing, storage and shipment of Biosamples.
  - Endorses the correct identification of Biosamples.
  - Ensures that all Biosamples of each patient included in the study are collected, stored, shipped, and received correctly at sites and in participant lab/s (Central Pathology Lab, External Labs, etc...).
- Manage SOLTI's Clinical Biosample Database:
  - Configure users and roles.
  - Develops and maintains tracking tools.
  - Runs reports (when necessary) for compliance measurement.
  - Designs and maintains the database according to trial requisitions.
  - Checks the correct recording of Biosamples.
  - Oversees the correct shipment of Biosamples.
  - Database helpdesk and query resolution.
  - Reviews file documentation related to the logistics of the Biosample and database, to ensure it is complete.
- Ensures that all the activities follow GCP and are compliant with applicable regulatory guidelines. Also follows current SOLTI processes and SOPs.

- Assists in the development of SOPs, processes, and guidelines related to the area ensuring continuous improvement.
- Maintains a professional online presence that agrees with SOLTI values and objectives.

## **We are looking for:**

- Graduate degree or diploma in Life sciences / Lab technician.
- English: Spoken (3/5), Written (4/5)
- Spanish: Spoken (4/5), Written (5/5)
- Knowledge in clinical research.
- Ability to collaborate in a cross-functional team. Capable of establishing relationships internally and externally to optimize processes and flux of information.
- Excellent computer literacy (Microsoft Office: Word, Excel, PowerPoint; Outlook)

## **What we offer:**

Part-time position – 25h a week.

The possibility to join an organization with cutting-edge projects and high social impact.

In this position, you will be dealing with all clinical biosample management-related activities in a wide range of projects promoted either by SOLTI, pharmaceutical companies and other academic groups.

## **If you are interested:**

**Send your resume to**  
[recursos.humanos@gruposolti.org](mailto:recursos.humanos@gruposolti.org)

Our team will review your application and will contact you in case your profile fits with the requirements for the position.