Opportunity with San Diego Biopharmaceuticals – Ambrx, Inc.

Clinical Trial Coordinator/Assistant

(33-21BA)

About Ambrx:

Ambrx Inc., is a clinical-stage biopharmaceutical company focused on developing Precision Biologics using an expanded genetic code. Ambrx technology uses an expanded genetic code to incorporate synthetic amino acids into protein, all completed within a living cell. These synthetic amino acids enable the creation of Precision Biologics, an exciting new class of therapeutics with broad application and potential. This includes next-generation antibody drug conjugates (ADCs), bispecifics, and targeted immuno-oncology therapies for cancer as well as smart cytokines to modulate the immune system, and long-acting therapeutic peptides for metabolic and cardiovascular disease.

Job Description:

We are seeking an energetic, organized, and motivated individual for the position of Clinical Trial Assistant (CTA) or Clinical Project Coordinator (CPC) to join our fast paced and dedicated Clinical Operations team. The candidate provides administrative and technical support to the Clinical Operations department related to ongoing and new clinical trials and related activities, including study start up, study management, site management, and site closure, coordinate internal and external meetings.

Job Requirements and Responsibilities:

- BS/BA or 3 years related Biotechnology experience
- Understanding of medical terminology
- Excellent attention to detail with focus on quality of work
- Strong general administration skills and experience, written and verbal
- Knowledge of clinical trial processes and ICH/GCP guidelines
- Working knowledge of Microsoft Office suite of products, including Word, Excel, PowerPoint, etc.
- Flexible with ability to adapt to changes in organizational priorities and ambiguous environments
- Ability to work autonomously, in small teams, and large groups
- Efficiently track patient recruitment, clinical trial supplies, essential documents, and related documents for multiple studies and/or programs; Assist in monitoring of timelines and study resources
- Accurately track clinical trial activities including patient recruitment, trial supplies, pharmacokinetic samples, and related material
- Efficient, accurate, and timely tracking and processing of vendor invoices
- Develop and maintain organized Clinical Operations filing systems and processes for digital and paper files
- Provide administrative support to Clinical Operations and Clinical Development team
- Develop and update project tracking tools and systems
- Assist in the preparation and distribution of study documentation, and forms, materials, and supplies to investigators and site staff

To be considered as an applicant, please submit your resume/CV referencing the specific position of interest and position code to careers@ambrx.com. Applicants whose qualifications and experience most closely match the requirements of the position will be reviewed. Candidates will only be contacted for evaluative discussions. Ambrx offers competitive compensation & benefits.