



Clinical Affairs Assistant

AxoGen Overview

AxoGen provides surgeons a biological solution to repair and regenerate peripheral nerves, bringing relief and restoring functionality to patients who suffer peripheral nerve injuries. The company brings to this market a unique combination of patented technologies, an experienced management team, a shortened regulatory pathway for immediate market penetration, and a rich pipeline of new products and technologies to drive future growth. AxoGen plans to establish a leadership position in the peripheral nerve market, revolutionizing peripheral nerve procedures with demonstrably superior technologies.

Summary

This is a part-time position supporting Clinical Research by providing data and document management support.

The major duties and primary responsibilities include:

- Maintains department files and completes required department paperwork
- Performs office functions such as setting up and maintaining files; literature searches, data entry, arranging meetings, scanning and indexing documents into the electronic system; filing and archiving of corresponding records on hardcopy; manage documentation issues with CROs and/or study sites
- Processes invoices and assists with department budget tracking
- Assists with the development and maintenance of clinical databases
- Reviews and prepares clinical documents as assigned for distribution within and outside of the organization
- Assists with information gathering, report preparation and creation of presentations
- Participates in cross-functional efforts to improve clinical development and support other departments as needed
- Other projects and duties as required/assigned
- Comply with all company policies, procedures, and SOPs

Required Education and Experience:

- Minimum of an Associate of Arts, Bachelor Degree in a scientific field preferred, or equivalent combination of education and experience
- 1-2 years of clinical/regulatory documentation or records management experience in an FDA regulated industry or hospital
- Proficiency with MS Office Applications including Word, Excel, Outlook, and PowerPoint is required
- Knowledge of database design and management is strongly preferred
- Excellent knowledge of written and spoken English
- Excellent oral and written communication skills
- Knowledge of clinical study processes is a plus
- Strong analytical and problem solving skills
- Proactive with the ability to work independently and in teams
- Ability to prioritize and multi-task with attention to detail
- Strong organizational skills
- Ability to establish and maintain good working relationships
- Hard working and goal oriented



We are seeking candidates who are AxoGenic:

Teamwork

- Consistently looks for ways to support all team members' success.
- Put's the whole team's/company's priorities ahead of individual priorities.
- Involves team members appropriately in decision-making and information-sharing.

Passion

- Willing to stand up for his/her beliefs and point of view
- Consistently recognizes and focuses on the importance of the work we do, despite uncertainties and risk.
- Is optimistic and encouraging in words and actions.

Drive to Results

- Consistently anticipates and finds ways to overcome obstacles to achieving the goals
- Holds himself/herself accountable for taking tasks all the way to completion.
- Can clearly communicate important company goals and what he/she needs to do in order to accomplish them.

Customer Focus

- Considers the impact on the customer in every decision.
- Holds himself/herself to high standards of excellence to serve the customer.
- Is seen by the customer as highly responsive in every interaction.

Respect

- Demonstrates consideration for others' ideas and contributions.
- Engages in passionate debate around issues in a positive and constructive way with appropriate language.
- Communicates truthfully, completely and directly with the person or people involved.

APPLICATION

Qualified candidates should submit to hr@axogeninc.com their:

- (1) Resume;
- (2) Cover letter; and
- (3) Salary requirements.

We are an Equal Opportunity Employer offering a competitive salary along with a benefits package.