

DATA MANAGER ASSISTANT M/F – Grenoble

KAYENTIS is a software solutions provider specialized in pharmaceutical clinical trials.

Our core competence is in patient data capture and processing (eCOA) solutions.

With 14 years of global experience in eCOA, Kayentis has supported more than **200 clinical trials** in **75 countries** with more than **70,000 patients**. Its head office is located in Meylan, near **Grenoble**; Kayentis is also present in **Boston** and will have a subsidiary in **Tokyo** in 2020.

Joining Kayentis' teams means choosing a fast-growing company committed to improving clinical trials and the **well-being of its employees**.

KAYENTIS is growing! Develop your career with us!

Join an international, cohesive and dynamic team and develop new skills!

The **Data Manager Assistant permanent position** is based near Grenoble (Meylan, France).

You assist the Clinical Data Manager & Analyst (DMA) in the management of clinical data on client platforms and business intelligence reporting

Your Mission :

- ✓ You perform quality controls on clinical studies by following work instructions designed by the DMA, on:
 - The scan upload
 - The data entry
 - The inks management

- ✓ You participate in the cleaning by performing the following tasks :
 - Project listings exploitation
 - Global Data transfers verification
 - Archiving preparation
 - Patient status update

- ✓ You assist the DMA in the preparation of query batches:
 - Queries generation (simple discrepancies)
 - Query tracker management
 - Status pages updates for pre-cleaned pages

- ✓ You participate in the day to day activity:
 - shared mailbox management: highlights urgencies, answers to simple site requests, redirects unexpected requests
 - incidents and problems management: investigation, impact analysis



Kayentis

Dedicated to eCOA & Patient Engagement

Your profile :

- ✓ You are rigorous, organized, accurate
- ✓ You demonstrate a critical thinking, and are quality oriented
- ✓ You are proactive and know how to organize your activities and manage priorities in an autonomous way with a resistance to pressure
- ✓ You have an excellent team spirit
- ✓ Written English, you are able to understand English presentation
- ✓ Knowledge of Good Clinical Practice would be a plus

Your benefits :

- ✓ Meal vouchers
- ✓ Flexible working hours
- ✓ Bonuses
- ✓ Bicycle allowance

Are you interested in this opportunity? Contact us and send us your CV at career@kayentis.com

For more information about **Kayentis**, visit our [career page](#), or have a look at our [employee satisfaction survey results](#). Make sure to follow us on the social media platforms below for the latest news and updates about **Kayentis**:

