

Operations Specialist



Scientific & Regulatory
Consultants, Inc.

Seeking an experienced
Operations Specialist to
join our staff.

SRC is a premier
consulting firm providing
scientifically-sound, cost
effective, and timely
solutions for our clients.

Compensation:

- On-the-job training program
- Wage commensurate with experience
- Annual bonus opportunities
- Tuition reimbursement program
- Health, vision, life and disability insurance
- HSA Contribution
- 401k



Join the SRC Team Today!

Responsibilities

- Review and process federal/state registration submissions
- Coordinate meetings/events, training, appointments, and travel
- Maintain electronic filing and tracking systems
- Increase team efficiency by giving support both operationally and administratively
- Academic research article searches, acquisition, and database entry
- Assist with client invoicing and payments
- Provide exemplary customer service
- Create GLP chain of custody for study files
- Additional tasks/projects as assigned

Qualifications

Required:

- Able to manage multiple projects simultaneously
- Capable of providing information in an organized and succinct manner
- MS Office, technology, and social media skills
- Able to handle sensitive and confidential situations with tact and diplomacy
- Excellent verbal and written communication skills
- Attention to detail and proof reading skills
- Positive attitude and proactive approach to work
- Able to adapt to schedules and demanding timelines

Preferred:

- College Degree. Additional professional experience may be substituted for academic degree
- Accounting and QuickBooks experience

Come join one of the premier regulatory consulting teams in the U.S.!

www.srcconsultants.com