

Operations Specialist

Seeking an experienced team member to join our staff.

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



We Are Hiring!

Job Summary:

Specialist needed to increase team efficiencies by giving support both operationally and administratively. Excellent communication skills, proofreading, proficiency in Microsoft Office, QuickBooks, and Social Media is required. Previous process improvement and accounting experience a plus.

Compensation:

- Wage commensurate with experience
- On-the-Job Training Program
- Annual Bonus Opportunities
- Health, Vision, Life, Disability insurance
- Health Savings Account
- 401(k)
- Tuition Reimbursement Program
- Friendly Work Environment

Responsibilities

- Review and process federal and 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 and 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 and problem solving

Preferred:

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

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

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