

## TMF Record Specialist

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Company: Excelya

Location: Netherlands

Category: other-general

Created in 2014, Excelya is a people-centered Contract Research Organization (CRO) that excels with care.

We offer a personal and authentic experience within a young, ambitious health company on the path to becoming the clinical research leader in Europe thanks to our 800 Excelyates. Our unique one-stop provider service model – leveraging full-service, functional service provider and consulting – allows our Excelyates to evolve through a diverse array of projects. In collaboration with preeminent experts, Excelya advances scientific, managerial and human knowledge to improve the patient journey.

For our team members, excelling with care means benefitting from a stimulating professional environment that encourages personal, intellectual, and operational participation so that together we can be the best in our field. We commit to giving each Excelyate the means to express their natural talents, develop their full potential and invest their unique selves in our unique project.

### **Your key responsibilities:**

To provides and maintains oversight and guidance related to TMF activities throughout the course of the trial,

To collaborate closely with the core trial team to create, implement and maintain the list of trial-specific expected records

Responsible for the planning, tracking, formal QC and filing of all TMF trial level records according to internal and external standards and also to initiate the close out of the TMF.

To share the status to the core trial team on the completeness, quality and timeliness of the TMF during the entire life cycle of the trial.

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