

# Epidemiology Project Manager/Coordinator

Location: Barcelona, Spain

## About RTI

RTI is an independent non-for-profit research institute dedicated to conducting innovative, multidisciplinary research that improves the human condition (<http://www.rti.org/>). With a worldwide staff of more than 4,150 people, RTI offers innovative research and development and a full spectrum of multidisciplinary services. Universities in North Carolina founded RTI in 1958 as the first scientific organization in and centerpiece of the Research Triangle Park, NC, USA. RTI Health Solutions (<http://www.rtihs.org>) is a division of RTI focused on pharmaceutical and biotechnology research. The site in Barcelona opened in 2007.

## Job Description

Coordinate and manage projects within the Global Epidemiology Team (<https://www.rtihs.org/services/pharmacoepidemiology-and-risk-management>). Colleagues are based in Barcelona, Research Triangle Park, and Boston/Waltham. Manage day-to-day activities and coordinate the delivery of the operational aspects of epidemiology studies using primary and/or secondary data collection including multi-country health care databases. Work includes project planning and coordination of all aspects of epidemiology research projects from start to end, including data collection and processing, client and subcontractor interaction, and other management and research tasks directed by a Senior Epidemiologist. Additional tasks may include contributing to data analyses and to the preparation of deliverables such as reports and manuscripts, also under the supervision of a Senior Epidemiologist.

## Responsibilities

Manage administrative aspects of project implementation, create and track project timelines, track budgets via periodic project finance meetings; take responsibility for contracts and invoicing management;  
Assist with proposal development;  
Support development of study protocols, reports, questionnaires and publications;  
Manage internal and external communications for research projects, serve as a sponsor contact, and facilitate project team and client meetings;  
Assist in providing and reporting information regarding project status, issues and risks;  
Manage the quality assurance activities for the project including quality review cycles for each deliverable;

## Qualifications

Master's or doctoral degree in health sciences or epidemiology or equivalent, and at least one year relevant project coordination/management experience in a research organization, academic research or pharmaceutical industry.

Demonstrated effective communication (written, verbal and presentation skills) in a cross functional collaborative environment. The working language is English. Additional languages will be highly valued. Excellent organizational and analytical problem solving skills; Ability to perform duties that require close attention to detail; Initiative and proactive

Good interpersonal skills. Ability to operate in a team environment and be flexible in taking on and performing assignments as necessary.

Proficiency in Microsoft Word, PowerPoint, Excel and project management tools and processes.

RTI is an equal opportunity employer.

To apply for this position please send your CV and letter of interest (English only) to RTI