



<https://nnc.co.in/job/clinical-research-coordinator/>

Clinical Research Coordinator

Description

The Clinical Research Coordinator (CRC) will be responsible for coordinating and managing clinical research activities across multiple study sites. The role involves ensuring compliance with study protocols, regulatory guidelines, and ethical standards while coordinating with investigators, sponsors, hospitals, and patients. The candidate should be comfortable with extensive field travel and site coordination activities.

Responsibilities

- Coordinate day-to-day clinical trial activities at assigned study sites
- Required 50 %to 55% Travelling
- Assist Principal Investigators in study conduct and documentation
- Screen, recruit, and follow up with study participants
- Ensure compliance with protocol, ICH-GCP guidelines, and regulatory requirements
- Maintain study documentation, source documents, and case report forms (CRFs)
- Coordinate site initiation, monitoring, and close-out visits
- Communicate with sponsors, CROs, ethics committees, and hospital staff
- Track patient visits, adverse events, and study timelines
- Ensure proper informed consent process is followed
- Maintain accurate clinical trial data and reports
- Travel frequently to hospitals, clinics, and research sites across Kolkata and nearby regions
- Support audit and inspection readiness activities

Qualifications

- Master of Science in Clinical Research Life Sciences, Pharmacy, Biotechnology, or related field
- Certification in Clinical Research is preferred
- 1–4 years of experience in clinical research or clinical trial coordination
- Knowledge of ICH-GCP, regulatory guidelines, and clinical trial processes
- Strong communication and coordination skills
- Ability to manage multiple sites and travel extensively

Preferred Skills

- Good documentation and reporting skills
- Familiarity with EDC systems and MS Office
- Strong interpersonal and organizational abilities
- Problem-solving and time management skills
- Ability to work independently and in a team environment

Contacts

Company: NNC Global

Hiring organization

NNC Global

Employment Type

Full-time

Industry

NNC Global

Job Location

Kolkata, West Bengal, India

Working Hours

8 Hours

Base Salary

₹ 20,000 - ₹ 45,000

Date posted

July 9, 2026

Email: hr@nnc.co.in

How to Apply:

Interested candidates can send their updated resume to hr@nnc.co.in with the subject line “**Application for Data Collection Associate**”. Only shortlisted candidates will be contacted for the next stage of the recruitment process.