

 Jazz Pharmaceuticals	FORM	
Document Number JV-QDOC-203141	Name Global Job Description Template	Version 1.0

Job Description

JOB TITLE:	<i>TMF Operations Intern</i>	COUNTRY:	<i>United States</i>
LOCATION:	<i>Remote</i> <i>GCDO Business and Technology</i>	ALT LOCATION:	<i>N/A</i>
DEPT NAME:	<i>Capabilities</i>	DEPT NO:	<i>21600</i>
REPORTS TO:	<i>Chloe Bovis</i>	FLSA STATUS:	<i>Exempt</i>
JOB TYPE:	<i>Temporary</i>	WORK LOCATION TYPE:	<i>Home Based</i>
IS POSITION SUPERVISORY?	<i>Choose Drop Down</i>	BUDGET NUMBER:	<i>Enter Budget Number</i>
% OF TRAVEL:	<i><10%</i>	TRAVEL TYPE:	<i>US Only</i>
JOB LEVEL:	<i>Grade 5 Lead Coordinator Executive Assistant Associate Analyst</i>	DATE WRITTEN/REVISED	<i>17/01/2024</i>

Brief Description:

The TMF Operations Intern (TOI) supports non-complex clinical trial and TMF activities in support of the GCDO Business & Technology Department. The TOI works closely with GCDO Business & Technology personnel to ensure department activities are conducted according to required activities and tasks delegated. As appropriate, they will identify issues and escalate to GCDO Business & Technology personnel. The core duties and responsibilities of the TOI are delineated below.

Essential Functions/Responsibilities

- General administrative support to the GCDO Business & Technology Department
- Manages eTMF content
- Perform Quality Control (QC) activities for TMF submissions in Jazz Clinical Vault (JV eTMF), in accordance with documented process
- Run eTMF metrics in Jazz Clinical Vault (JV eTMF), in accordance with documented process
- Assist in generating and managing trial dashboards for eTMF metrics
- General administrative support of GCDO Business & Technology department storage platforms (e.g., SharePoint, etc.)
- Assist in tracking of trial activities which may include but are not limited to study lists, QC review, FAQs, etc.
- Routinely participates in department and/or clinical trial team meetings and participate in collaborative efforts (e.g., departmental initiatives, etc.)

Required Knowledge, Skills, and Abilities

- Matriculated in a Bachelor's degree program
- No industry experience required
- Exposure to in Good Clinical Practices (GCP) regulations and Standard Operating Procedures preferred
- Understanding of study phases and general knowledge of how they apply to clinical development is preferred
- Knowledge of Word, Excel, and PowerPoint and shared platforms (e.g., SharePoint, Box, Smartsheets)
- Strong verbal and written communication skills required



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Signed: _____
Position Holder, Position Title

Date: _____

Signed: _____
Line Manager, Line Manager Title

Date: _____