

Cancer Research Malaysia
JOB DESCRIPTION

JOB TITLE : Study Coordinator
GRADE : Grade 5
LOCATION : Cancer Research Malaysia office, Sime Darby Medical Centre
RESPONSIBLE TO : Group Leader, Breast Cancer Research Programme
(Professor Dr Teo Soo-Hwang)
Date : 1st June 2018

SCOPE / PURPOSE OF JOB

Cancer Research Malaysia (formerly known as Cancer Research Initiatives Foundation) is a private non-profit organization dedicated to Malaysia cancer research. AS part of our research, Cancer Research Malaysia will be conducting a new study that investigates the role of diet in reducing the risk for breast cancer among Malaysia women. We will invite participants form our previously established cohort of over 2,000 Malaysian women for whom we have provided subsidized screening mammograms.

We are currently looking to add a **Study Coordinator (SC)** to our team for this exciting new study which will be the first of its kind in Asia. Under the supervision of the Principal Investigator, you will work closely with the Study Manager to ensure that the research project meets its defined objectives, includes recruitment and management of study participants. You will also be responsible for questionnaire administration, data collection and data entry for the study. You will work with the Project Manager and other members of the team to manage inventory and logistics for the study-related materials. You will be joining an organization with a unique culture, with an emphasis on diligence, integrity, impact and respect.

The ideal candidate for this position will have a Bachelor's degree in a relevant discipline (e.g Biomedical Science, Psychology, Nutrition or others). Candidate must be meticulous in carrying our research protocol and be able to maintain a high level of accuracy with minimal supervision. The ability to speak Mandarin is advantageous, but not required.

RESPONSIBILITIES

- To manage and coordinate research participants, including in the recruitment and follow up processes
- Performing study protocols in a detailed and accurate manner
- To administer patient questionnaires and to collate the result in a central database
- To support in the study administration and logistics

QUALIFICATIONS AND COMPETENCIES

- Bachelor's degree in relevant discipline (e.g Biomedical Science, Psychology, Nutrition or others)
- Ability to speak Mandarin is advantageous but not required
- Must be meticulous in carrying out research protocols
- Able to maintain high level of accuracy with minimal supervision