

Project Coordinator, Clinical Affairs

Full-time · On-site · Minneapolis, Minnesota, U.S.

At TRiCares, we are dedicated to providing innovative, minimally invasive treatment solutions for patients suffering from failing tricuspid valves. As a growing MedTech company based in Munich, we are looking for a proactive and skilled Project Coordinator to join our dynamic team and support us in our mission to improve patient care.

This is a unique opportunity to join a growing medical device company, where you will be part of a passionate and international team working towards transforming the landscape of cardiovascular treatment through innovative technology.

The Project Coordinator provides administrative and operational support for the TRiCares clinical team. This role helps keep study activities organized by supporting site documentation and payments, screening operations, and meeting coordination.

Key Responsibilities:

- Maintain study and site files, including investigator binders and essential documents.
- Coordinate creation, assembly, and shipment of study materials to sites.
- Support the screening team by scheduling calls, organizing materials, and documenting meeting minutes.
- Assist with investigator meetings and other study-related events.
- Track and process site payments and maintain payment records.
- Support study reporting, trackers, and general project coordination activities.

Qualifications and Experience:

- Bachelor's degree or equivalent experience.
- 2+ years of project coordination, administrative, or clinical research support experience.
- Strong organizational skills and attention to detail.
- Proficiency with Microsoft Office and Teams.
- Ability to manage multiple priorities in a fast-paced environment.
- Strong project management, communication, and organizational skills.

Preferred:

- Electronic Trial Master File (eTMF) management and oversight experience.
- Familiar with Clinical Trial Management Systems (CTMS).
- Clinical trial site payments administration experience.

What We Offer:

- A dynamic and forward-thinking work environment, shaping the future of transcatheter heart valve therapy
- The opportunity to work in a truly international team, with talented and driven colleagues from around the globe
- A strong company culture rooted in collaboration, innovation, and purpose
- Excellent opportunities for personal and professional development in a fast-growing MedTech company
- A competitive compensation and benefits package tailored to your experience and contribution
- Regular team events and offsites to connect, celebrate successes, and foster team spirit
- An inclusive and respectful workplace where diversity is not only welcomed but valued

Ready to make a difference?

We look forward to receiving your application. Join us on our journey to transform patient care – one heartbeat at a time.

Apply now at: hr@tricare.de.