



## IRB Operations Officer

### **Who We Are:**

Quorum Review is a leading Independent Review Board (“IRB”, an ethics review committee) operating in the US and Canada. Our review of clinical research information ensures the safety and well-being of people participating in clinical trials and we strive to provide researchers with services that are always accurate, expedient, fully compliant, and easy to navigate. We are passionate about service and about the role that technology plays in supporting a customer focus that has grown our business.

Quorum’s workplace environment offers an informal office environment, open door policy, and strong mentorship from existing staff and management. Our office is in downtown Seattle with customers across North America. Quorum offers competitive pay and benefits for this position.

To learn more about our company please visit: [www.quorumreview.com](http://www.quorumreview.com).

### **The Opportunity:**

Quorum is seeking a talented IRB Operations Officer to ensure the compliant performance of high quality review services, including ethics and biosafety reviews. The IRB Operations Officer will assist the IRB Executive Chair and Executive Vice-Chair in supporting Quorum’s IRB panels, will establish and manage Quorum’s Advisory Panel of external consultants, will manage Quorum’s IBC review services, and will oversee the IRB Administration team. As the voice of Review Services in the organization, the IRB Operations Officer will represent and advocate for the IRB, IBC, and Advisory Panel in cross-functional activities across the organization.

### **Our top candidate will have the ability to successfully perform the following responsibilities:**

- Support high quality and compliant IRB and IBC review services
- Ensure efficient administrative support of review services
- Implement process changes to increase efficiency and effectiveness
- Provide coaching and mentoring to team members
- Ensure the development, upkeep and monitoring of metrics and performance
- Maintain productive and collaborative working relationships across the company
- Assist with planning, budgeting and goal setting

**Who You Are:**

You are a natural leader who can effectively work with scientific and regulatory professionals as well as front-line employees. You value your teams and will manage and develop them for success. Your self-confidence is evident, but demonstrated in a way that gains the respect of others. You are capable of working independently and always take initiative to achieve success for the company and yourself. Your attention to detail is highly valued as well as your ability to think beyond limits. Project management comes easily to you. Your interpersonal, written and verbal communication skills are exemplary allowing for strong team work and collaboration. You are anxious to work in a growing company that will showcase your skill set.

**What you bring to the table:**

- Bachelor's degree or an equivalent combination of experience and education from an accredited college or university
- Knowledge of business operations related to process improvement
- 5 years' experience in a management role
- 5 years' experience within a healthcare, life sciences, or clinical research organization
- Preferred, but not required, experience of working knowledge of federal regulations applying to IRB's, including 21 CFR 11, 21 CFR 50, 21 CFR 56, 45 CFR 46, and the HIPAA privacy rule

*Quorum Review is an Equal Opportunity and Affirmative Action Employer. To request reasonable accommodation for the application process please contact Human Resources.*

To submit an application, please visit: [Quorum Review](#)