Trevi Therapeutics is looking for a highly motivated, **Clinical Trials Associate** (CTA) to come join our talented team in New Haven, CT. Here you will be an important contributor to our innovative and inspiring mission!

Trevi Therapeutics is a late-stage biotech Company based in New Haven, CT. As we move through our lead indication trials, our Phase 2b/3 trial for pruritus in patients with prurigo nodularis and our Phase 2 trial for chronic cough in patients with idiopathic pulmonary fibrosis, we are expanding our team of highly skilled, quality focused, innovative professionals to help us achieve our goals. This is a great training position for somebody interested in a career in clinical operations and being responsible for the execution of clinical trials in accordance with the rules and regulations.

Your job will be to:

- Provide general, administrative support the clinical operations team in the execution and management of all clinical trials.
- Assist in the preparation and development of study related documents: study reference materials, protocols, informed consent forms and guidelines.
- Obtain, review, process, and track study related documents.
- Prepare and maintain site manuals, reference tools and other documents.
- Update enrollment status for assigned trials and help to develop and maintain tracking tools
- Assist with routine communication to study sites and broader study team (Vendors/ Clinical Research Organizations (CROs)/ support functions)
- Organize, prepare reports, prioritize, and summarizes data, materials, and information for projects
- Maintain, update, and input clinical tracking information into databases
- Track incoming and outgoing clinical and regulatory documents and updates for investigator sites, studies, project team, or client
- Support the daily maintenance of Trial Master File (TMF) or Electronic Trial Master File (eTMF).
- Prepare, ship, and manage inventory of study related supplies.
- Assist in preparing materials for meetings and training sessions for team members, site staff, and clients.
- Assist in preparation for internal and external audits.

We are looking for someone with:

- A Bachelor's degree or equivalent.
- Strong organizational and communication skills.
- Excellent command of spoken and written English.
- Document change tracking & version control.

- Ability to develop and maintain a basic working knowledge of relevant protocols and interested in supporting the conduct of clinical research.
- Enthusiasm and a desire to learn!

We offer a very lively, highly team-oriented office environment. We also provide a competitive benefits package, including excellent health insurance options, a 401(k) savings plan with a Company paid match, Company paid parking, an employer stock purchase plan and an assortment of other benefit options.

The Company also believes in incentivizing its employees with annual bonus eligibility and the potential for annual stock option grants. In addition, this position offers a substantial professional growth opportunity as the Company expands its clinical development pipeline and prepares for various financing transactions and commercialization of the Company's products under development.

If interested in this unique career opportunity, please forward your resume to HR@TreviTherapeutics.com for consideration.

We value diversity and believe the unique contributions each of us brings drives our success. We do not discriminate on the basis of race, sex, religion, color, national origin, gender identity, age, marital status, veteran status, or disability status.