

Documentation Assistant (m/f/d)



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Start date
01.05.2026

Jobcode
6830

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Working at Charité

We are looking for a dedicated documentation assistant (m/f/d) to support the documentation and data management of clinical trials in an international and national research environment.

The focus of the role is on organizing, maintaining, and monitoring study-related documentation, assisting with data management, and coordinating with co-sponsors, study centers, and internal departments.

In this role, you will help ensure that documentation standards, data quality, and regulatory requirements are met throughout the entire study.

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international (sponsor-related) tasks

- Supporting the management of user access and delegation documentation within the study database system (e.g., Marvin)
- Reviewing clinical data entries for completeness and plausibility
- Supporting the coordination and monitoring of documentation after initiation by co-sponsors
- Initiating and following up on data clarification requests
- Maintenance and organization of structured electronic filing and documentation systems
- Support as a contact person for documentation and data-related inquiries from co-sponsors, monitors, and study directors

National tasks

- Organization and administrative

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documentation fees, increasing data verification, communication with study centers, invoice verification, and coordination with the finance department

- Assistance in ensuring the completeness and accuracy of patient and study documentation

What we are looking for

Required qualifications and experience:

- Completed vocational training in healthcare, health administration, clinical research, life sciences, or a related field.
- Experience in clinical trials, data management, or a regulated research environment is an advantage.
- Knowledge of documentation standards and regulatory

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certificates, this can be obtained through our study center if necessary

Required skills and competencies

- Expertise in data management and data quality control.
- Excellent organizational skills and high attention to detail.
- Structured, independent, and solution-oriented approach to work.
- Good written and oral communication skills.
- Good knowledge of MS Office, especially Excel.
- English language skills; good German language skills are an advantage.

Charité offers you

What Charité offers:

- An exciting field of research and

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environment.

- A future-oriented, varied, and challenging job with a high degree of personal responsibility.
- Extensive training and continuing education opportunities.
- Discounts on many offers for employees in the areas of shopping, travel, and sports.
- Proportional home office possible.
- Certified as a family-friendly university and family-friendly company since 2007.
- We offer you a responsible and varied full-time position in an international clinical research environment, where you will work closely with sponsor and data management teams.

We look forward to receiving your application.

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collective bargaining agreement.

- The workweek is 38.5 hours.
- The position is limited to 2 years in accordance with § 14(1) of the TzBfG.
- We offer 30 days of vacation as standard.
- The application deadline is: 27.03.2026
- Reference Number: ID 6830

Application

Everyone is welcome at the Charité, regardless of age, religion, gender, gender identity, sexual orientation, nationality, disability, ethnic or social background. We are committed to equal opportunities and inclusion.

Apply using our online tool and become part of the Charité

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If you have questions, please contact:

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