Immatics combines the discovery of true targets for cancer immunotherapies with the development of the right T cell receptors with the goal of enabling a robust and specific T cell response against these targets. This deep know-how is the foundation for our pipeline of Adoptive Cell Therapies and TCR Bispecifics as well as our partnerships with global leaders in the pharmaceutical industry. Operating from Tuebingen, Munich and Houston, we are committed to delivering the power of T cells and to unlocking new avenues for patients in their fight against cancer. For more detailed information, visit www.immatics.com.

We are currently seeking a Full Time **CLINICAL TRIAL ASSOCIATE** for our **CLINICAL OPERATIONS DEPARTMENT** to support our team. This position will work in Houston, Texas and will provide administrative support to the Clinical Operations team and exercises judgment within generally defined practices and policies to achieve performance goals.

The main responsibilities of this position will include but are not limited to the following tasks:

- Assists with creation and distribution of study-level communication to stakeholders.
- Responsible for tracking of critical clinical documents and milestones including, but not limited to essential documents, site visit dates, IP release, subject visit milestones, etc. in collaboration with study team.
- Coordinates the submission and reconciliation of Trial Master File documents in collaboration with the Clinical Project Manager and the Clinical Document Control Specialist.
- Supports the study team by proactively identifying, resolving, and/or, escalating issues to assigned staff.
- May function as a study-startup specialist:
  - Manages study setup, including user access and system training.
  - Manages distribution of study supplies.
  - Assists in the creation and maintenance of study startup documents (e.g., training materials, logs, informed consent).
  - Facilitates contract and budget negotiation in collaboration with the assigned Clinical Project Manager.
  - Performs Investigator recruitment feasibility and collections of essential documents upon Investigator selection.
- Participates in internal team meetings, taking minutes and providing status updates.

The qualifications for this position include, but are not limited to the following:

- **REQUIRED**: Bachelor's Degree
- Two (2) to Five (5) years of clinical research experience as a clinical trial associate, clinical research associate and/or clinical study coordinator.
- Prior experience in the pharmaceutical/biotech industry.
- Demonstrated written and verbal communication skills.
- Team-oriented and a strong team player.
- Effective interpersonal skills.
- Ability to establish and maintain good interdepartmental communication.
- Exceptional attention to detail; highly organized.
- Demonstrated computer skills, including Microsoft Office and clinical trial systems (i.e., CTMS).
- Demonstrated ability to prioritize multiple tasks and achieve project timelines.
- Demonstrates ability to take initiative and work independently.
- Able to work in a dynamic, changing environment.
- Demonstrates honesty, trust, fairness, cooperation, self- control, and flexibility.

We expect a high degree of independent working, analytical reasoning and excellent communication skills. You embrace rapidly changing requirements with an open mind, think outside the box and show a high degree of flexibility in an environment which is marked by a constant striving for excellence. You approach tasks in a structured,
reliable and foresighted manner, combined with an elevated level of individual responsibility, enthusiasm and strong social skills.

What Immatics Offers

We are a committed and inspired team and cherish the collegial, highly motivated and family-friendly atmosphere within Immatics. Our culture allows for a high level of originality, independent thinking and initiative. We believe in supporting our employees' professional and social skills. Immatics offers partial subsidized health, dental and vision
insurance, 401(k), 160 hours of PTO annually, paid holidays, paid parking, paid short/long term disability/AD&D and life insurance.

If you're interested in working for Immatics, please forward you CV along with a letter of introduction via e-mail to RecruitingUS@immatics.com. For more detailed information about Immatics and privacy protection visit www.immatics.com.