

Job Description

Position:	Research Assistant
Reports to:	VP, Clinical Operations & Medical Affairs
Position type:	Temporary Full-Time (12-month contract)
Location:	North York, ON

ABOUT THORNHILL MEDICAL:

Thornhill Medical's ground-breaking products are designed to be used globally by emergency health care providers, humanitarian, and military medical teams. Thornhill's oxygen-focused research and applications are transforming patient care in extreme circumstances, while inspiring and enabling other new technologies to unlock vital life-saving solutions. Thornhill Medical's innovations are in 19+ countries including Ukraine. With a team committed to courage, collaboration and saving lives, Thornhill Medical leads the way in the nimble and precision-focused field of medical technologies.

POSITION SUMMARY:

The **Research Assistant** is responsible for providing hands-on support across Thornhill's research, product development, and clinical activities. The position executes assigned tasks spanning device and bench testing, clinical study support, literature reviews, and day-to-day administrative work.

DUTIES & RESPONSIBILITIES:

Device & Bench Testing

- Collects, records, and organizes device and bench-testing data in accordance with test protocols and internal procedures.
- Supports the execution and documentation of engineering and verification tests under the direction of engineers and project leads.

Clinical Testing & Study Support

- Assists with clinical and human-factors/usability testing when required, including preparation of materials, data capture, and record-keeping.
- Supports adherence to study protocols and applicable research ethics (REB/ITA) and Good Clinical Practice (GCP) requirements.
- Helps maintain accurate, complete, and audit-ready study documentation and records.

Research & Literature Reviews

- Conducts literature searches and summarize relevant scientific, clinical, and technical publications to support projects and submissions.

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- Compiles findings into clear summaries, tables, and briefing materials for the team.

Administrative & Day-to-Day Support

- Completes assigned day-to-day tasks that keep projects moving, prioritizing based on team needs and deadlines.
- Maintains organized files, logs, and databases; assists with data entry, documentation control, and general recordkeeping.
- Considers quality in all aspects of the job and respects procedures and norms.
- Performs other related duties as assigned.

EDUCATION & EXPERIENCE:

- Bachelor's degree in science, biomedical, engineering or related technical field.
- 0-1 years of relevant laboratory, research, or medical device experience; co-op, internship, or academic project experience is an asset.
- Exposure to data analysis, technical writing, or literature review methods.

SKILLS & KNOWLEDGE:

- Ability to work on a range of complex tasks, which may include unique situations.
- Detail oriented and accurate.
- Strong organizational and time management skills.
- Excellent analytical, problem solving and troubleshooting skills.
- Ability to multi-task, organize, and plan effectively working with multiple deadlines.
- Versatile, flexible, and willing to work within changing priorities.
- Resilient and calm under pressure.
- Excellent interpersonal and communication skills (verbal and written).
- Drive to consistently achieve results, even under tough circumstances.
- Self-starter that is highly motivated, creative, and able to work both independently and within a team environment.
- Strong computer skills and proficiency with Microsoft Office suite products (Word, Excel, PowerPoint).

OTHER REQUIREMENTS:

- Primarily office related requirements with exposure to production work rooms, research laboratories and customer sites (Hospitals and Research facilities) and research facilities when required.
- Lifting (up to 50 lbs) and bending.
- Some travel may be required.

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COMPENSATION:

The target salary range for this position is \$50,000 – \$60,000 per annum. The position is eligible for benefits.

The starting salary offered to a candidate will be dependent upon several factors, including but not limited to experience, job-related skills and relevant education and/or training.

This job posting is to fill a new temporary vacancy within our organization. The recruitment process involves the use of artificial intelligence.

Thornhill Medical welcomes and encourages applications from all qualified people, including those with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest, however, only those selected will be invited for an interview.