

Position Title: Clinical Project Manager (Contractor)**Position Summary:**

We are seeking a dynamic self-starter with excellent interpersonal and organizational skills to join our growing clinical team. In this newly created position reporting to our VP of Clinical Operations, you will be responsible for performing a variety of duties to help advance our clinical programs. You will play a key role in driving cross-functional integration across multiple clinical initiatives, providing coordination and support to develop clinical development plans, timelines, vendor RFPs and clinical supply forecasting.

Responsibilities:

- Project manage clinical operations initiatives
- Lead in developing program road map with a detailed Gnat, working with cross functional leads
- Prepare and present dashboard and track KPIs
- Partner with supply chain colleagues to lead planning, forecasting and management of clinical supply (IP) for clinical programs
- Assist in drafting and requesting proposals from clinical vendors; facilitate bid defense meetings, as necessary
- Initiate and manage cross-functional meetings to ensure alignment with all program stakeholders
- Assist in tracking clinical expenditures and resource usage, as requested

Competencies:

- Excellent verbal and written communication
- Strong project management skills
- Strong interpersonal skills with the ability to facilitate cross functional meetings
- Organizational, and multi-tasking skills; attention to detail
- Ability to work independently and as part of a team

Requirements:

- Bachelor's degree in life sciences or related area with at least 3 years of relevant experience as a project manager within a biotechnology or pharmaceutical environment
- Global and local expertise and experience managing dynamics for Phase I through Phase IV trials
- Working knowledge of ICH/GCP regulations and clinical protocols
- Working knowledge of drug life cycle management is a plus
- Demonstrated strong computer aptitude in MS Office Suite, especially MS Project & Visio and other systems
- Strong working knowledge of managing CROs, Specialty Labs, PRO vendors, IWRS and TMFs
- Ability to travel, as needed (5%)

