



PROFILE

Master's degree preferably in Life Science or equivalent relevant professional experience.

Competency in Clinical project management.

EXPERIENCE

> 2 years' experience in managing global clinical trials.

Proven ability to negotiate on professional level.

Broad knowledge of drug development process.

SKILLS

Time management and planning

Communication

Problem solving

Ability to adapt

Presentation and Influencing

PROJECT MANAGER

WHO WE ARE

Cerba Research provides the highest quality specialized laboratory and diagnostic solutions while leveraging patient data and scientific insight to shape and advance clinical trials. With our global footprint and access to leading regional labs, data, patients, technology, and partnered resources, we support global biotech, pharma, and IVD organizations to improve the lives of patients around the world.

From the translation of preclinical to clinical, through commercialization, our expert scientists collaborate with you to optimize your therapeutic development and obtain critical insights earlier. We help accelerate your therapies through the development of highly specialized custom assays, deep biomarker expertise, and a passion for scientific innovation across complex therapeutic areas. Our global network of leading, specialty laboratories ensures you have access to quality data and can reach your patients. Together, we'll improve patients' lives around the globe.

WHO YOU ARE

The Project Manager / Senior Project Manager acts as the main point of contact for the client post study award and throughout the entire lifecycle (set-up, delivery and closeout) and is responsible for leading and driving project execution. The Project Manager is accountable for;

- Initial scope management, project set-up and delivery; operational management, change management and budget management activities.
- Manage and collaborate with all cross-functional teams toward timely achievement of project related objectives.
- Developing and maintaining excellent client relationships.

RELATIONSHIPS

Reports to
Works Closely with
External Relationships

Regional Head of Project Management
All internal departments.
Customers



RESPONSIBILITIES

Study set-up and planning:

- Manage assigned project / client relationship as assigned.
- Review study protocol and budget information once study awarded.
- Initiate internal kick-off meetings to align all key stakeholders on the project objectives and deliverables.
- Establish a core project team to support project execution throughout the set-up, delivery and closeout stages of the lifecycle.
- Initiate a client kick-off meeting to ensure client stakeholder alignment and agree the scope, strategy and priorities for the project.
- Understand the client needs and ensure solutions are developed to meet the client needs and requirements for the project.
- Develop project plan with key milestones, timelines and deliverables.
- Ensure appropriate planning and forecasting completed with client to ensure appropriate resources are determined to support the project.
- Partner with the trial set-up manager to ensure accurate set-up and change management.
- Develop risk management / mitigation plan.
- Establish regular client calls to communicate project status updates and resolve project challenges. Coordinate meeting agenda, document minutes, track actions and issues and monitor and maintain project status updates.

Study delivery management and monitoring:

- Establish a study monitoring plan to ensure key endpoints for the project are being delivered.
- Monitor site issues and trends and administer relevant training for sites, CROs, Sponsor to ensure project compliance and successful project delivery.
- Manage scope changes and working with contracts and proposals team to implement revised budgets.
- Manage all project related issues via the incident management process and maintaining a project issues log.
- Analyze service issues and implement actions to correct and prevent issues reoccurring.
- Report study progress to internal and external clients.
- Ensure lessons learned are considered, shared and improvements are in processes (as applicable).
- Conduct meetings with internal departments to meet the needs of the study during delivery and closeout.
- Escalate issues to line manager and proactively communicate and manage issues to resolution and closure.
- Lead problem solving and resolution efforts in a timely and client-focused manner.
- Lead and participate in client facing meetings.
- Travel and present lab services at client meetings, investigator meetings and BD meetings.



- Provide training and mentoring to new hires.
- Report on core project team performance or service delivery performance (against the contract, client expectations) to the management team.
- Participate in process improvement initiatives or special assignments as needed for the department.

SKILLS and ATTRIBUTES

- Sound planning, time management and organizational skills
- Demonstrated problem solving and decision-making skills
- Displays effective communication skills
- Proven interpersonal skills
- Understanding of clinical research principles and process
- Able to prioritize own workload and manage tasks assigned to core project team members
- Cross cultural awareness and ability to adapt appropriately
- Strong presentation and influencing skills
- Strong computer skills

CONTACT

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