Regional Head, Sample Handling and Supplies

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

As the Regional Head, Sample Handling and Supplies you will lead the EU Region Logistics Department consisting of the logistics administration unit and the warehouse unit and be responsible for the general operational management of the Sample Handling Department. In this position, you will also support overall global strategy development and implementation.

RELATIONSHIPS

Reports To
Global Director Sample Handling and Supplies.

Works Closely with
Project Management mainly.

External Relationships
Customers and sites, third party vendors, partner labs.
RESPONSIBILITIES

Overall management responsibility for the contract process for regional EU Sample Handling and Supplies activities.

- Maintain and ensure sufficient staff for the proper conduct of the clinical trials at all times and ensure an appropriate training program to the employees in the sample handling and logistics department.
- Advise the business development department of courier service provider performance, experience and rates, and of the technical information and availability of study related supplies.
- Ensure that SOPs are in place to achieve local and global transparency and quality.
- Ensure that all sample handling activities are performed according to the laboratory specifications for the different clinical trials and according to all the applicable SOPs.
- Ensure that all logistics activities are performed according to the laboratory specifications for the different clinical trials, according to the applicable SOPs and applicable IATA regulations.
- Ensure that all outbound shipment requests are executed according to the different laboratory specifications for the clinical trials and according to all the applicable SOPs and according to the information and timelines received from the project management department.
- Ensure records are kept and correctly archived of all study related documents and shipments according the SOPs.
- Participate in and lead continuous improvement initiatives to drive process efficiency within the global team.
- Participate in overall global strategy development for logistics carriers and team operations.

Sample handling related tasks and responsibilities:
- Ensure that all ambient samples are inspected, processed and efficiently transferred to the laboratory according to the different laboratory specifications for the clinical trials and according to all the applicable SOPs.
- Ensure controlled and efficient storage of the samples to allow an easy retrieval.
- Ensure that all frozen samples are inspected, processed and stored according to the different laboratory specifications for the clinical trials and according to all the applicable SOPs.
- Maintain sufficient freezer storage capacity.
- Ensure records are kept and correctly archived of all study related documents and shipments according the SOPs.
- Ensure optimal quality of all processed ambient and frozen samples and of all organized shipments.
- Ensure the proper maintenance and daily temperature follow-up of all freezers in the concerned BARC affiliate.
- Plan and coordinate the data entry process.

Logistics related tasks and responsibilities:
- Maintain a close collaboration with the project management department to check and adjust if needed the delivery target.
dates and to notify the project management department in the event of anticipated delivery delays

- Ensure an adequate minimum stock of all inventory items required for the proper conduct of all ongoing clinical projects
- Coordinate the renting of specific materials such as centrifuges, freezers, etc.
- Maintain regular contacts with all courier service providers and suppliers in the concerned BARC affiliate
- Select new suppliers and materials according to the company needs and according to the applicable procedures
- Keep records of courier service provider performance

REQUIREMENTS

- Communication – excellent communicator, open, clear and honest with a positive attitude
- Interpersonal and management skills to lead and motivate the department to excellent performance.
- Confident to deal with all internal / external Customer levels
- Above average organizational skills, with good time management skills and attention to detail
- Ability to work towards tight deadlines
- Team player
- Excellent analytical and problem-solving skills
- Fluent in Dutch and English
- Comprehensive knowledge of relevant software: Windows, Word, Excel, Outlook, databases

CONTACT

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