Cerba Research
Your precision medicine partner

Senior Project Manager

PROFILE

Master's degree, preferentially in Science, or BS/BA degree with a minimum of three years of experience in clinical trial administration or at least

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 Senior Project Manager is responsible for the day-to-day operational management of the clinical projects assigned to the Project Management team. The Senior Project Manager also assists with the managing of cross-functional teams toward timely achievement of clinical project related objectives.

RESPONSIBILITIES

The tasks include, but are not limited to, the following:

- Lead a Project Management Team dedicated to the management of the Clinical Projects and assigned by the Global Director Project Management.
- Assure the study is completed within timelines, budget, schedule, and according to contract specifications; determine the cause of out of scope activities, recommend and institute corrective action, monitoring the progress of each individual task.
- Oversee the milestone and monthly invoicing to client. Assist with providing feedback to the accountant department concerning the status of clinical projects. Manage a professional customer service as the primary interface with Sponsors and sites for the Clinical Projects handled in their Project

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Management Team. The Senior Project Manager should also ensure the continuity in customer service during the absence of the primary or back up contact person.

- Serve as chairperson for the study team, inform other departments of any new information or modification of study-related issues which may affect specific study set up requirements; report to Global Director Project Management any issue needing escalation.
- Manage the setup of Clinical Projects in Cerba Research. This process involves the preparation of study specific setup documents in collaboration with the setup team. Prepare and discuss with representatives from other departments the set up (external and internal) of the trial according to the services requested and within the protocol requirements; provide or arrange for project-related training as needed within and for other departments
- Monitors the outcome of the day-to-day operational tasks to be handled by Associate Data Managers in their Project Management Team according to the Standard Operating Procedures and the specific timelines set for Clinical Projects. This process includes the monitoring of database corrections.
- Coordinate the collection and processing of frozen samples in close collaboration with the Logistics and Sample Handling Department in Cerba Research and according to the Laboratory Specifications and the applicable Standard Operating Procedures.
- Coordinate the shipment of initial supplies to new sites in close collaboration with the Logistics Department in Cerba Research and according to the Laboratory Specifications and the applicable Standard Operating Procedures.
- Ensure that changes to the scope of Clinical Projects are implemented after approval.
- Assist the Global Director Project Management to collect metrics on the operational performance of their Project Management Team.
- On request provide technical support to the business development department during trade shows and negotiations with sponsors.
- Provide other tasks deemed necessary to assure good quality work according to the standard operating procedures and agreements made with the sponsors.
- Assist with an appropriate training program to the employees in the Project Management Department
- Assist with planning, organizing, coordinating and controlling the management of all clinical projects handled by their trainees
- Assist (Associate) Project Managers with the planning and preparation of site trainings

- Assist in making sure Standard Operation Procedures are in place to achieve local and global transparency and quality

REQUIREMENTS

- Excellent communication skills
- Team player
- Flexible in dealing with problems
- Ability to plan and coordinate
- Fluent in office applications
- Master's degree, preferentially in Science, or BS/BA degree with a minimum of three years of experience in clinical trial administration or at least 5 years' experience as Project Manager

CONTACT

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