

Job Description

Job Title	Project Manager
Department	Business Development
Major Responsibilities	<ul style="list-style-type: none"> • Manage assigned studies from budgeting to project completion. • Use appropriate communication to maintain contact with clients to ensure they receive accurate and current information on the status of their project(s) • Responsible for facilitating and participating in weekly tracking meeting with Operations to ensure milestones are on track, discuss study progress, resolution of issues etc., • As needed request updates from Operations to ensure smooth completion of the project • Prepare accurate legal documentation (contracts, Letter of Intent, etc...) ensuring all appropriate signatures are obtained in timely fashion. • Maintain awareness of overall study requirements in accordance with finalized protocol • Co-ordinate and participate in teleconferences/meetings with appropriate personnel to address internal or external client questions, concerns or comments • Immediately notify management and any other affected groups of any deviations from client timelines • Follow up with existing accounts on new business opportunities and manage activities around outstanding quotations, Confidentiality Agreements, contracts etc. • Whenever appropriate, maintain awareness and provide input on study designs and protocols • Accompany sponsors during in-clinic monitoring. In conjunction with BD host client visits • Ensure appropriate documents have been reviewed and circulated within Acclaim Pharma Research and Mediprobe Research prior to providing to clients • Assist finance department in developing transfer of pertinent financial information • Prepare and maintain departmental reports and all tracking databases ensuring that they are updated accurately and issued in a timely fashion (includes quotation and contract templates, weekly tracking reports, financial reports etc.) • Maintain a good understanding of regulatory guidelines (TPD, FDA, EMEA, MHRA, ICH, TGA, ANVISA) and basic pharmacokinetics and statistics • Work with the Quality Assurance group in the development/revision and implementation of Standard Operating Procedures as required • Ensure compliance with appropriate SOP's, GCP and ICH guidelines • Participate in training sessions • Execute other duties as may be required by management
Reports to	Director of Business Development
Communications	<ul style="list-style-type: none"> • Liaison with Clients • Updates to management
Requirements	<ul style="list-style-type: none"> • Bachelor of Science (B.Sc.) degree or equivalent • Relevant background in the healthcare or pharmaceutical industry • 2 - 4 years experience in a project management role or applicable experience deemed equivalent • Proven project management skills • Solid conflict resolution skills • Excellent verbal and written communication and interpersonal skills. • Strong understanding of how clinical trials are run and how they are managed • Demonstrated experience dealing with a wide variety of project stakeholders at all levels in and across various organizations • Demonstrated ability to facilitate management team meetings and deliver presentations • Very organized, detail-oriented and able to multi-task, handling several projects simultaneously • A proven track record of customer service success • Highly proficient in MS Office Suite (Word, Excel, PowerPoint, MS Project)

This job description should not be constructed to imply that these requirements are the only duties, responsibilities and qualifications for this position. Employee may be required to follow any additional related instructions, acquire job skills and perform other related work if deemed necessary.