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| **Job title** | *Clinical Project Manager* |
| **Reports to** | *Project Director, Department of Project Management & Monitoring* |
| **Location** | *Office based in Krakow, Poland; Guildford, UK; Zagreb, Croatia or Belgrade, Serbia, USA – Boston or Remote* |

**Job purpose**

The Ergomed Project Manager will be responsible for managing clinical trials in the CRO environment, to supervise, co-ordinate and lead clinical trial specific activities in accordance with Sponsor/Ergomed SOP’s, ICH-GCP requirements and local regulations.

Candidates need to have broad therapeutic experience and the ability to manage staff and projects.

**Duties and responsibilities**

* Ensure the projects are delivered on time, within budget, and agreed scope, maintaining the appropriate industry, Sponsor and Ergomed quality standards
* Ensure project team members are trained adequately and are confident with their conduct
* Develop, review and edit of project plans to assure consistency with project goals
* Organisation and facilitation of project meetings related to study activities (study organization, initiation, execution, closure)
* Supervision of in-house filing of all clinical study related materials
* Point of contact with Sponsor
* Reporting status of the projects to Sponsor and ERGOMED Senior Management
* Serves as ERGOMED representative on different committee meetings (e.g. EC/IRB meetings)
* Represents ERGOMED at external meetings, providing liaison with scientific/medical experts in other CRO/Sponsor companies
* Developing, reviewing and editing of relevant SOPs to assure consistency with “Good practices” and other regulatory standards/requirements
* Developing of study related training programs to enhance knowledge of “Good practice”, policies, ERGOMED SOP’s and Working procedures

**Skills**

* Experience of managing all phases of clinical trials in a CRO environment
* Experience in observational studies, neuroscience, women’s health or oncology is of an advantage.
* Experience in managing complex studies
* Experience in selecting and managing external service providers
* Strong communication skills
* Strong analytical and numerate skills
* Minimum 5 years’ experience in CRO Industry.
* Ability to multi task and organize work effectively
* Ability to work effectively and deliver in a fast paced environment.
* Confident to work both independently and within a team

**Qualification**

* Bachelor of Science degree or equivalent University education/degree in Life Sciences or Healthcare
* Proficiency in English – both written and spoken, second language preferred.
* Start date: asap