

# PROJECT MANAGER

## DESCRIPTION

**Creative Pharma Services SA** is a customer oriented Contract Research Organization offering services to the Pharmaceutical, Biotechnology and Medical Devices Industry. Our mission is to meet customer needs, while maintaining strict confidentiality and professionalism.

The quality of our people is the cornerstone of Creative Pharma Services. Our Team consists of passionate, outcome-oriented, collaborative, innovative, enthusiastic and with outstanding academic background people and that is our greatest asset. Due to our constant growth we are currently seeking for a:

### **PROJECT MANAGER** (for Clinical Trials)

#### Main Responsibilities

The Clinical Project Manager will manage assigned clinical trial(s)/programs including timelines, budgets, resources, and key project deliverables in compliance with SOPs, Regulatory requirements and ICH/GCP guidelines. Responsibilities also include providing matrix management of functional area representatives to the cross-functional clinical project teams and supporting the Clinical Team Leader. Specifically:

- Overall coordination and management of clinical trials from startup to closeout
- Budget and Timelines Management
- Contract Negotiations
- Vendor Management. Develop outsourcing specifications on vendor requests for proposal and scope of work agreements
- Work closely with external and internal stakeholders in project initiation phase to define scope, schedule, cost and budget
- Ensure all project deliverables meet customers' accurate forecasts
- Support the Clinical Study Team
- Identify and provide solutions to clinical development issues or risks
- Participate as appropriate in internal and external audits
- Mentor staff, coach CRAs and serve as a resource for new employees
- Demonstrate flexibility, positive thinking, problem solving attitude and an appetite for numerous projects of varied shape and size

- Promote a healthy working environment by leading projects' teams by example
- Communicate effectively with all other study team members at local & global level

#### Requirements:

- Life Sciences or related degree
- Minimum 4 years of experience in interventional clinical trials
- Thorough understanding of country level regulations, ICH and GCP guidelines
- Thorough understanding of cross-functional clinical processes including data management, biostatistics, medical writing, drug safety, and regulatory affairs
- Fluency in written and oral English
- Computer literacy
- Ability to lead a cross-functional team in a matrix environment
- Strong interpersonal, negotiation, verbal and written communications and presentation skills
- Proven complex problem solving and decision making skills
- Strong leadership, communication, management and organizational skills, conflict resolution, and team building skills
- Line management experience will be a plus, but not prerequisite
- Experience in project organizational structure development, team/resource management and stakeholder management
- Strong influencing and persuasion skills
- Balance among drive for results, customer focus and realistic goal/milestone setting

#### **WHAT WE OFFER**

Creative Pharma Services is offering a competitive remuneration package according the Industry's standards. Nonetheless, we are also proud at Creative Pharma Services that we are an open and learning organization that fosters a collaborative, enthusiastic, fast paced working environment, but also an employer that invests in people's potential and growth.

All applications will be treated fairly and with strict confidentiality.