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JOB DESCRIPTION
Position Title: Clinical Project Manager (CPM)
Department: Clinical Operation
Direct Report: Associate Director

Job Purposes:

The Clinical Project Manager will be responsible for the planning and management of the operational aspects of clinical trials. This position provides coordination and support across all trials to ensure consistency in administrative processes and that the trials are conducted per established policies, procedures, regulations, and Good Clinical Practice (GCP). The Clinical Project Manager manages all phases of the trial process from proposal through inspection. This role also works closely with Finance and Accounting to ensure appropriate alignment and compliance with clinical study budgets.

Key areas of Responsibility:

- Plan, track and manage all activity throughout the project lifecycle, including deliverables from all functional areas and vendors in accordance with the project scope
- Develop project plans, timelines and status reports and communicates with all applicable team members in and outside the organization
- Promote effective teamwork among cross-functional teams and provide day to day direction for core team
- Meet with team members on a regular basis regarding project tasks to ensure project milestones are met
- Collect information and provide input to line managers on team performance against contract, customer expectations and project baselines
- Serve as primary project contact with clients to ensure communication is maintained and reporting schedules are adhered to
- Manage project budget, communicate deviations from budget projections and propose solutions for budget deviations
- Lead problem solving and resolution efforts. Provide proactive and creative recommendations on how to meet goals and handle identified risks and deviations
- Communicate and escalate unresolved issues at the appropriate time and to the appropriate level of management
- Ensure that work is conducted in compliance with professional standards and SOPs, and meet quality and timeline metrics
- Build and maintain strong pharmaceutical industry sponsor and organizational team relationships for the success of clinical trial management
- Partner with other project managers to initiate improvements to enhance the efficiency and the quality of the work performed on assigned projects
- May participate in proposal development
- May participate in the bid-defense process with guidance and supervision

Qualification, Knowledge, Skills, and Abilities

- B.A. or B.S. in the health sciences or equivalent experience required
- Project management experience
- Previous experience managing large or complex clinical studies
- Knowledge of applicable standards, regulations and ICH-GCP for clinical study conduct.
- Experience of coordinating people and time management.
- Demonstrated experience in computer skills including Microsoft Word, Excel, and basic templates.

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Competencies

- Makes independent choices and takes responsibility for own actions
- Anticipates potential issues and prepares contingency plans with minimal oversight and within set timelines
- Conscientious and precise in delivery of work even when under pressure
- Collaborative and team oriented
- Excellent oral and written communication skills
- Exhibits a confident and influential approach
- Understands customer needs
- Excellent planning, organizing, interpersonal and leadership skills
- Be proactive and assertive to manage things done
- Disciplines oneself on relevant guidelines, regulations, and others
- People oriented person

Additional information

- **Experience:** A minimum of 5-7 years of experience in a clinical operations role within a pharmaceutical company or CRO or similar organization.
- **Location:** office based, Bangkok and/or homebased per individual discussion

Prepared by	Approve by	Acknowledge by
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