

JOB DESCRIPTION

Clinical Project Manager

Department	Medical Affairs
Direct Supervisor	Michelle Finn
Management of Team	N/A

Position Summary

The incumbent is responsible for the liaison and coordination as well as providing scientific support to internal and external partners in terms of international preclinical projects management, including follow-ups. The incumbent also has to ensure that related timelines and budgets are met, activities are properly executed, and adequate resources are allocated.

Key Responsibilities

- Planning and managing preclinical projects for different programs
 - ✓ Plan preclinical projects and contribute to their budget elaboration, resource allocation, and update timelines as required, with the contribution from team members
 - ✓ Participate in the selection and qualification of external suppliers, and in the execution of related agreements (e.g. services agreement, quality agreement, data transfer)
 - ✓ Approve monitoring plan for external suppliers and performance requirements
 - ✓ Plan and anticipate upcoming difficulties in plan execution, prepare contingency plans and strategies to overcome these difficulties
- Activities Execution
 - ✓ Perform follow-ups and supervision related to assigned preclinical projects with internal and external partners
 - ✓ Provide technical/scientific support to internal and external partners
 - ✓ Review literature associated with development of preclinical projects
 - ✓ Stay informed of regulatory procedures, guidance documents, standards, and changes in regulatory and quality environment for preclinical studies
 - ✓ Prepare scientific and non-scientific documentation required to execute preclinical projects
 - ✓ Review and approve documents related to preclinical projects such as instructions, methods, protocols, and reports
 - ✓ Participate in the preparation and revision of standard operating procedures (SOPs) and to the change control process
 - ✓ Prepare and present progress report and tables or diagrams of projects (e.g. Gantt Chart, presentations)
 - ✓ Prepare and chair preclinical project meetings, and write meeting minutes
 - ✓ Approve expenses for activities under his/her responsibility
- Assume Project Ownership
 - ✓ Ensure that projects are running smoothly
 - ✓ Follow-up on timelines with other team members
 - ✓ Discuss encountered difficulties with team members and/or management, and obtain support as required
 - ✓ Discuss performance deficiencies with team members, and if required, with supervisor

- Perform other tasks and activities as required by management
- External Customers
 - ✓ External partners or service providers involved in preclinical projects such as academic laboratories, research institutions, analytical or bioanalytical testing laboratories, contract research organizations (CROs), consultants, warehouses, transporters, etc.

Qualifications Required

- University degree in sciences such as chemistry, biology, biochemistry, microbiology, or pharmacology
- Minimum of 5 years of experience in clinical project management in at least one of these fields: clinical development, analytical or bio-analytical method development and validation, toxicology and/or pharmacokinetics studies, *in vitro* diagnostic tests
- Excellent knowledge of the Good Laboratory Practices (GLPs)
- Experience in managing external partners is an asset
- Basic knowledge of drug regulations
- Good knowledge of Word, Excel, PowerPoint, Outlook and Teams
- Knowledge of MS Project or Smartsheet considered as an important asset
- Fluency in French and English, written and spoken

Personal Qualities for all Staff

- Leadership and accountability
- Ability to manage multiple priorities in a fast-paced environment
- Proactive and results-oriented with a positive attitude
- Good planning and organizational skills
- Resourceful and has initiative
- Ability to troubleshoot and solve problems, as well as critical thinking
- Ability to negotiate and influence others
- Excellent communication skills (written and oral)
- Excellent interpersonal skills with a strong ability to effectively collaborate cross-functionally
- Available to travel occasionally