

**Preclinical Project Manager**

<b>Service</b>	Medical Affairs
<b>Direct Supervisor</b>	Director Project Management
<b>Management of team</b>	Not applicable

**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 bio-analytical 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 preclinical project management in at least one of these fields: preclinical 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, Power Point, Outlook and Teams
- Knowledge of MS Project or Smartsheet considered as an important asset
- Fluency in French and English, written and spoken.

#### **Personal qualities required from all employees**

- Ability to set goals and meet deadlines
- Ability to prioritize
- Ability to generate ideas and find solutions
- Ability to work both alone and in a team
- Team spirit and tendency to help each other
- Versatility and flexibility

#### **Personal qualities required for this position**

- 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