FHI CLINICAL
Mission-driven clinical research

Clinical Project Manager

Summary of The Position: The Clinical Project Manager (PM) serves an important role within the company and is a person who leads the delivery of our studies. The PM serves as the primary liaison between FHI Clinical's study teams and the customer and serves as the accountable point for delivery and quality of projects, while maintaining financial control. The PM manages cross-functional teams across our global organization from study start-up through close-out activities. The PM is responsible for the management of complex, multicenter, multinational clinical studies, including FDA-regulated clinical trials, and ensures that all clinical study management and project deliverables are completed to the sponsor's satisfaction, ensuring quality deliverables on time and within budget and in accordance with standard operating procedures (SOPs), policies and practices.

Essential Functions:

- Serves as the primary project contact with the client.
- Leads and manages cross-functional project teams, including monitoring team performance against contract and client expectations and according to key performance metrics. Provides leadership and vision to all project staff and external vendors contracted to complete projects.
- Manages allocated studies according to timelines and quality standards.
- Coordinates activities across all functional departments and vendors involved in the project; in some cases, the multi-functional project management lead will have to take direct responsibility for the clinical subspecialty functional area.
- Develops and/or reviews study management plans.
- Leads problem solving including management of risk and issue resolution.
- Ensures compliance with study tools, training materials and standard processes, policies, and procedures.
- Ensures strong client relationship management through clear communications, decisive escalation of issues and coordination with project team leaders and leadership appropriately.

Knowledge, Skills and Abilities:

- Organized, proficient at multi-tasking and exceptional attention to detail
- Ability to lead, motivate and coordinate teams as well as effectively delegate tasks and comfortable collaborating and communicating with a variety of colleagues and clients
- Ability to effectively use automated systems and computerized applications such as Outlook, Excel, Word, Smartsheet, etc.
- Cross-cultural awareness and can adapt appropriately

- Knowledge of the key principles of cross-functional project management (time, quality, cost)
- Ability to establish and maintain systems and processes necessary to control and report trial status and activities.
- Full understanding of ICH GCP and applicable clinical trial-related CFRs.
- Ability to ensure that quality, regulatory-compliant clinical projects are conducted on time and within budget.

Position Requirements:
Education: Bachelor's degree in health/life sciences or related field

Preferred Job-related Experience: At least four (4) years of clinical research experience, preferably global project management experience within a CRO or pharmaceutical environment, and experience in clinical operations—or equivalent combination of education, training and experience.