



## **ASSISTANT PROJECT MANAGER PHARMACEUTICAL DIVISION**

### **Job Description**

As part of the Pharma team, the assistant project manager will assist the project manager in multiple clinical trial projects. His/her responsibilities include : serving as primary point of contact for designated customers, coordinating project communications to customers; developing, maintaining and presenting project documentation in a manner which generates a high level of customer satisfaction; managing processes in compliance with the study protocol, all pertinent regulations and Standard Operating Procedures (SOPs).

After a minimum of 6 months' experience in the job and a positive performance evaluation, this position may lead to the position of Project Manager.

### **Functions**

- Follow guidelines consistent with Good Clinical Practices and internal Standard Operating Procedures
- Knowledgeable of sponsor-specific protocols and of protocol specific SOPs
- Provide protocol specific processing instructions to Pharma division, Quality Assurance and Data Management.
- Perform study start-up and closing procedures in conjunction with the sponsor protocol
- Collaborate with Project Support Coordinator during study start-up and close out
- Create protocol specific procedure manuals, processing instructions and training presentation
- Coordinate kick off meeting with Sponsor team and internal team prior to study start up
- Provide protocol specific training to assigned technicians prior to study start up
- Conduct training of investigative sites on equipment and processes at Investigator Meetings, On Site training or by Telephone as needed
- Manage protocols for all methodologies within the Pharma division
- Provide final approval of monthly invoices for assigned studies in collaboration with Accounting and collaborate with Accounting regarding billing issues
- Interface with Data Management for Sponsor's Web based reporting requirements and for protocol specific load specifications and data submission schedules
- Act as point of contact regarding data queries or other protocol related communications between BMS and sponsor company
- Oversee cardiologist training regarding protocol over-read requirements
- Initiate telephone contact with cardiologist for any site or Sponsor requested communication and document amount of time, attendees and minutes
- Collaborate with Budgets & Contracts Department on all study modifications that impact the budget and/or the contract



- Respond to metrics findings to facilitate improvements at the site level and keep the Sponsor informed of all taken actions
- Initiate Study Close-out / Lessons Learned meeting with Sponsor and BMS management upon study completion

### **Profile**

- 2 to 4 year college degree in health/life sciences (or equivalent) or
- 2 years experience in clinical trial management
- Effective communication skills; a cooperative and team oriented approach
- Experience in a regulated environment, especially pharmaceutical (21 CFR Part 11), desirable
- Demonstrated ability to work independently and to follow through with detailed assignments
- Good time management and organization skills; the ability to prioritize own work to meet tight deadlines while maintaining the highest standards of work
- Strong interpersonal and communication skills
- Language skills : English / Dutch and/or French