



# Project Manager (Principal Investigator)

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## WHO WE ARE

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Cerba Research provides the highest quality specialized laboratory and diagnostic solutions while leveraging patient data and scientific insight to shape and advance clinical trials. With our global footprint and access to leading regional labs, data, patients, technology, and partnered resources, we support global biotech, pharma, and IVD organizations to improve the lives of patients around the world.

From the translation of preclinical to clinical, through commercialization, our expert scientists collaborate with you to optimize your therapeutic development and obtain critical insights earlier. We help accelerate your therapies through the development of highly specialized custom assays, deep biomarker expertise, and a passion for scientific innovation across complex therapeutic areas. Our global network of leading, specialty laboratories ensures you have access to quality data and can reach your patients. Together, we'll improve patients' lives around the globe.

## WHO YOU ARE

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The Principal Investigator acts as the the main point of contact for the client post study award and throughout the entire lifecycle (set-up, delivery and closeout) and is responsible for leading and driving project execution. The Principal Investigator is accountable for:

- Initial scope management, project set-up
- project delivery, operational management, change management and budget management activities.
- Manage and collaborate with all cross-functional teams toward timely achievement of project related objectives.
- Developing and maintaining excellent client relationships as well with KOL

## RELATIONSHIPS

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Reports to

Regional Head of PM CR MTP

Works Closely with

All internal departments

External Relationships

Customers, KOL

### PROFILE

PhD in Life Science or equivalent relevant professional experience.

Competency in Project Management

Fluent in English

### EXPERIENCE

> 2 years' experience in managing project, experience in clinical trial is a plus

Histology experience is a plus

Broad knowledge of drug development process.

### SKILLS

Time management and planning

Communication

Problem solving

Ability to adapt



## RESPONSIBILITIES

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### Study set-up and planning:

- Support BDs to design projects from scientific perspective.
- Manage assigned project / client relationship as assigned.
- Understand the client needs and ensure solutions are developed to meet the client needs and requirements for the project.
- Review budget information once study awarded, write study plan in agreement with client.
- Develop project plan with key milestones, timelines and deliverables.
- Initiate internal kick-off meetings to align all key stakeholders on the project objectives and deliverables.
- Establish regular client calls to communicate project status updates and resolve project challenges. Coordinate meeting agenda, document minutes, track actions and issues and monitor and maintain project status updates.

### Study delivery management and monitoring:

- Establish a study monitoring plan to ensure key endpoints for the project are being delivered.
- Manage scope changes and working with contracts and proposals team to implement revised budgets.
- Analyze service issues and implement actions to correct and prevent issues reoccurring.
- Report study progress to internal and external clients.
- Ensure lessons learned are considered, shared and improvements are in processes (as applicable).
- Conduct meetings with internal departments to meet the needs of the study during delivery and closeout.
- Escalate issues to line manager and proactively communicate and manage issues to resolution and closure.
- Lead problem solving and resolution efforts in a timely and client focused manner.
- Lead and participate in client facing meetings.
- Travel and present lab services at client meetings, investigator meetings and BD meetings.
- Provide training and mentoring to new hires.
- Report on service delivery performance (against the contract, client expectations) to the management team.
- Participate in process improvement initiatives or special assignments as needed for the department.

### Pathology liaison:

- Establish relationship and set-up new collaborations with pathologists /KOL
- Support internal departments for pathologists sourcing
- Establish standardized procedures for pathology process

## REQUIREMENTS

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- Time management and organizational skills
- Demonstrated problem solving and decision-making skills
- Displays effective communication skills and can communicate in the English language (written and oral)
- Proven interpersonal skills
- Understanding of clinical research principles and process
- Able to prioritize own workload and manage tasks assigned to core project team members
- Cross cultural awareness and ability to adapt appropriately
- Strong presentation and influencing skills
- Strong computer skills
- Be able to work in accordance to standardized procedures
- Team player
- Keen attention to details
- Fluent in English, French is assets

## OFFER

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- 1 year fixed-term contract (CDD), extendable as a long-term contract (CDI)
- (Tentative) start date: May 11<sup>th</sup> 2020, depending on Covid situation evolution

## CONTACT

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