



Scientific Project Manager

WHO WE ARE

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 ensure you have access to quality data and can reach your patients. Together, we'll improve patients' lives around the globe.

WHO YOU ARE

As the Scientific Project Manager, you will lead customers' projects for research, pre-clinical and clinical purposes in a GLP/GC(L)P compliant environment.

You will be a support to the sales team during the pre-award phase and responsible to conduct the awarded project throughout its entire life cycle: set-up, delivery and closeout.

You will be the main point of contact between the customer, the internal teams and the potential external vendors. You will be responsible to ensure a good and clear communication with the different people involved in the project.

As the Scientific Project Manager, you will be in charge of preparing the relevant study-related documents such as the analytical plan and report and all the intermediary results presentations throughout the study to maintain close communication with the customers.

RELATIONSHIPS

Reports to	Scientific Project Management Team Lead
Works Closely with	All internal departments
External Relationships	Clients, collaborators

PROFILE

PhD in Biology/Life Science or equivalent relevant professional experience

Skills in Project Management

Fluent in English

EXPERIENCE

> 2 years' experience in scientific project management for customers

Knowledge of GLP/GC(L)P regulations

Experience in clinical trials is a plus

Histology experience is a plus

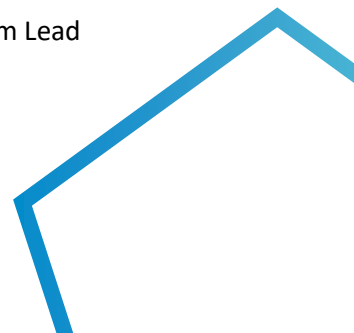
COMPETENCES

Time management and planning

Communication

Problem solving

Ability to adapt



RESPONSABILITES

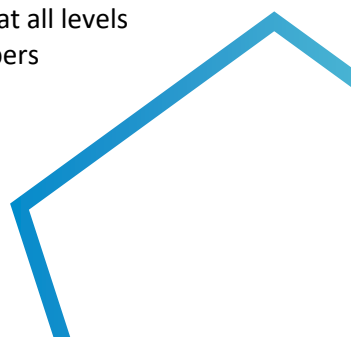
Scientific Support:

- Be able to understand the client needs and ensure the optimal technical/analytical solution to reply to the requirements of the project
- Support the sales team during the pre-award phase by answering customer's questions, attending calls, editing technical proposals that reply to the customers' need
- Ensure a good explanation of the processes to the technical teams and drive them to solve the encountered issues
- Analyze technical problematic and investigate to provide optimal solution to the customer and avoid issues reoccurring.
- Available to potential and ponctual travels to present lab services at client meetings, events, sales meetings.

Project Management:

- Edit the study-related documents: analytical plan, amendments, deviations, intermediary reporting, analytical report, minutes of the meeting etc.
- Schedule the project milestones and their timelines
- Set-up internal and external kick-off meetings to align on the project objectives, deliverables, and timelines.
- Organize regular client calls to communicate project updates and results. Coordinate their scheduling, edit the minutes of the meeting and track actions.
- Closely monitor the project to ensure deliverables are sent on time.
- Escalate issues to line manager and proactively communicate and manage issues to resolution and closure in a timely and client focused manner.
- Ask for the invoicing of the work performed and track budget
- Internally and externally communicate in case of study changes and make sure all is well reported and tracked in terms of work processes, deliverables, timelines, budget

Quality:

- Follow the relevant SOPs related to the project and ensure applying the appropriate regulations (GLP/GC(L)P)
 - Report issues in deviations and non-conformities and closely follow their resolutions
 - Treat non-conformities attributable to the Project Management team by implementing preventive/corrective actions in agreement with your manager
 - Help editing and updating SOPs
 - Internally, identify possible areas of improvement, at all levels
 - Provide training and mentoring to new team members
 - Participate to internal and external audits
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REQUIREMENTS

- PhD in Biology/Life Science or equivalent relevant professional experience
- Greater than 2 years of experience in scientific project management for customers
- Experience in clinical trials and in histology is a plus
- Understanding of Quality Control/Quality Assurance (GLP/GC(L)P regulations, CAP/CLIA, etc.)
- 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)
- Team player
- Rigorous and autonomous
- Able to prioritize own workload and manage tasks assigned to core project team members
- Cross cultural awareness and ability to adapt appropriately
- Experience in project management software is a plus
- Be able to work in accordance to standardized procedures

OFFER

- Long-term contract at a full-time position
- Start: November 2, 2021

CONTACT

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