

Ancillare

Title: Project Manager

Department: Ancillare Professional Team

Location: USA- Pennsylvania- North Wales

Employment Type: Full Time

Company Profile:

Ancillare is a specialized contract research organization that focuses on end-to-end clinical trial process management services on a global level. As an innovative leader in the global clinical supply chain, Ancillare simplifies the clinical process for our pharmaceutical, biotechnology, and research hospital customers, building efficiency and drastically reducing costs at every step in the global system. Ancillare's services have helped top pharmaceutical companies simplify their operations, allowing for more effective administration of clinical trials with shorter times required to bring crucial new drugs to people that need them most. Headquartered in North Wales, Pa, Ancillare is a medium sized company with a strong global footprint showing experience in every region of the world. The company is looking to implement its strategic plans over the coming years and is looking to recruit an enthusiastic team to help bring Ancillare to its goals. For more information about Ancillare, please visit www.ancillare.com.

Description:

Project Manager

Overview: The Project Manager is responsible for leading and assisting the team during protocol formulation and supply to global investigator sites. The position works within a therapeutic area on an Ancillare Professional Team (APT) and will work in a team environment to manage the flow of products to global clinical trial locations as well as managing the operations of the team based on approved timelines. The position will interface directly with the Ancillare Management Team, Quality Assurance Team and Logistics Team to manage all clinical supply operations and processes. The position is also the point of contact between Ancillare and the Clinical Lead position from the customer. As a functional management position, the Project Manager is responsible for performing all APT functions according to company SOPs and strategic direction. Expected travel: 10-15%.

Responsibilities:

- Manage the scope of work for the Ancillare Professional Team (APT)
- Manage the implementation of protocol requirements as given by the customer and management
- Ensure that all processes are implemented and completed according to all relevant SOPs, QA/Logistics recommendations, and company strategic direction
- Audit APT members to evaluate performance and make recommendations for improvement
- Interface with the customer to gain project scope and timeline
- Interface with Ancillare Medical Team, Quality Assurance Team and Management Team as needed
- Train new team members and evaluate performance

- Manage timeline of projects based on customer requirements
- Oversee all team operations and create systems for proper implementation
- Give weekly progress reports to company management team as to operations of team and protocol review
- Ensure that customer is informed of all APT developments: serve as liaison to communicate all relevant information including recommendations, requirements, progress of project, etc.
- Ensure that ERP and ARDMS systems are updated and available to customer needs
- Build strategy for project completions as well as supply chain composition
- Recommend course of action for unintended situations and communicate to APT, management, and customer
- Assure projects are completed based on timelines, budget and scope of operations
- Assist in all functional areas of the project where needed to ensure completion
- Manage relationships with external partners and oversee quality of contracted projects
- Visit customer as dictated by company requirements

Key Skills:

- Ability to build rapport across diverse groups both within Ancillare and externally
- Strong leadership ability and experience
- Good team player with ability to interface with others under short timelines
- Demonstrated ability to conduct business in English
- Understanding of clinical supply chains and drug development procedures
- Good understanding of Microsoft Office programs (Word, PowerPoint, Excel)
- Ability to multitask and manage multiple projects simultaneously
- Results oriented, confident, self-motivated and driven with high energy
- Solid communication and negotiation skills. Must have ability to influence and gain collaboration across the company
- Flexible, capable of managing and implementing change
- Good analytical abilities and problem solving techniques
- Understanding of costs associated with product supply and fulfillment
- Project management skills
- Ability to strictly adhere to company SOPs and regulatory compliances
- Understanding of key global regulations including GCP and GMP
- Ability to mentor and train other members of the company

Education:

- Bachelor or Master degree, preferably in a science related field
- Education in Project Management preferred
- Knowledge of clinical trials, supply chains and global regulations required
- Equivalent experience in an advanced degree preferred

Work Experience

- 5-7 years in clinical trials or related biopharmaceutical functions
- At least 3-4 years experience in Project Management, Study Coordinator, Clinical Lead or related experience

- Should have multinational project experience
- Should have knowledge of global drug development processes
- Should have experience and knowledge of pharmaceutical processes