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# Example of Associate Director, Clinical Operations Job Description

Our company is growing rapidly and is looking to fill the role of associate director, clinical operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate director, clinical operations

* Ensure effective project or program communications to internal and external stakeholders through meetings, presentations, and other methods
* Accountable for successful implementation of biomarker operations for compounds in Phase 1-3 clinical trials, including timelines and quality metrics
* Oversee implementation of biomarker operations strategic plans
* Demonstrated ability to manage international biomarker programs within designated program budgets and timelines is required
* Contributes to Clinical Study Reports, INDs, NDAs and other clinical/regulatory/safety documents which have biomarker operations components
* Represents the company at professional events and present company clinical initiatives and findings at such events
* Initiate continuous efforts in reviewing and identifying best practices among study teams and enforcing standardization among teams
* Oversees the day to day operations and quality assurance of clinical research programs at Duke affiliated sites
* Reviews and supervises activities performed by research staff involved in study conduct and ensure that activities are performed in accordance with Good Clinical Practice standards, Duke policies and procedures, and applicable regulatory requirements
* Establishes and implements guidelines for the collection of clinical data and/or administration of clinical trials as specified by protocol

## Qualifications for associate director, clinical operations

* Previous experience working with and analyzing large healthcare data sets
* Lead manager of protocols
* Relevant direct pharmaceutical industry experience in Clinical Trial Supply or Ancillary Supply
* Building and retaining good client relationships in the biopharmaceutical industry
* Involvement in change projects
* Proven ability to solve complex business problems and make tough decisions