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# Example of Clinical Operations Manager Job Description

Our company is looking to fill the role of clinical operations manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clinical operations manager

* Anticipate bottlenecks in all steps of the study and development/implementation of counteractive measures
* Solve or coordinate the resolution of issues during conduct of the trial
* Develop and review specific study-related documents
* Develop and coordinate the study budget, including invoice validation
* Contribute to contract process
* Manage investigational product supplies (ordering, packaging, and shipment)
* Participate in and contribute to internal audits, if applicable
* Serve as main contact for clinical sites and other outsourced activities
* Manage local MT (CSUs) when applicable
* Manage outsourced centralized activities when applicable (Central Lab)

## Qualifications for clinical operations manager

* Bachelor’s Degree + 5 years pharmaceutical and/or device clinical development experience including clinical trial disclosure activities
* Bachelor's degree plus at least 10 years of experience in pharmaceutical industry or clinical-related discipline including at least 8 years clinical research experience
* Experience in managing and leading international meetings
* Ability to lead transversal projects
* Capability to challenge decisions/status-quo/requests using risk management approach
* Cross-functional leadership fostering team spirit and team motivation (team work), study team or transversal project team