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# Example of Clinical Operations Job Description

Our innovative and growing company is searching for experienced candidates for the position of clinical operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clinical operations

* Review, track and follow up the progress, the approval and execution of documents, including contracts, regulatory and IP Release documents, in line with project timelines
* Provide local expertise to RSU leads and Project team during initial and on-going project timelines planning
* Perform quality control of documents provided by sites
* May have direct contact with sponsors on specific initiatives
* May perform Site Selection Visits if a trained monitor
* May participate in feasibility and/or site identification activities
* Identifies and drives project and resource priorities that align with the business objectives and establishes, communicates and executes plans that drive toward goal achievement
* Facilitates collaboration, cooperation and communication across functions and between team members and ensure that the team achieves stated goals and objectives
* Manages the identification of potential issues or obstacles and achieves resolution or plans contingencies and follows issues through to resolution ensuring that all project/program issues arrive at a singular conclusion or recommendation
* Coordinating input from multiple areas or multiple project managers on related projects or programs

## Qualifications for clinical operations

* Understanding of outpatient, ambulatory practice
* Experience in field resource deployment preferred
* You must be able to speak and write fluent English
* A University degree in medicine, science, or equivalent, you will have had a successful career within the CRO/Pharmaceutical industry at a senior, independent and influencing level
* Excellent leadership skills, developed with a collaborative approach to driving performance and success in the global environment
* Direct experience in managing a regional Clinical Operations and/or Data Management area of a CRO/Pharmaceutical company