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# Example of Clinical Research Manager Job Description

Our company is hiring for a clinical research manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clinical research manager

* Monitor budgets, prepare recommendations for budgetary allowances and meet with business office to ensure fiscal responsibility for research budgets
* Designs clinical studies in close collaboration with the project leader, Regulatory Affairs (RA) and other stakeholders as appropriate
* Maintains contact with the all stakeholders (project leader, RA, Quality Assurance (QA) and keeps them informed of the study progress
* Prepared submission dossiers, in collaboration with Regulatory Affairs, and interacts with relevant regulatory agencies
* The ability to identify problems, conflicts and opportunities early and lead, analyse and prepare mitigation plans and drive conflict resolution is critical
* Resposible for recruiting new hires, oversees development plans and assigns mentors for new hires
* Ensures compliance with all applicable regulatory standards related to clinical trials and interactions with physicians
* Assists in updating corporate Standard Operating Procedures (SOPs) to support adherence to company policies and procedures concerning Clinical Affairs, in coordination with Global Clinical Affairs team members
* Responsible for the financial management of the clinical trial program including budget planning, resource allocation preparation of quarterly reports and investigator payments as applicable
* Supports data collection, assessment and reporting activities

## Qualifications for clinical research manager

* Requirements include a Bachelor’s degree or equivalent in Public Health or related field and five years of work experience in the job offered or related field of clinical research
* A minimum of 1-2 years of people management related experience is required preferred for this role
* This role will be located in Raynham, MA and will require up to 30% domestic and international travel.Clinical Research non-MD
* Works collaboratively with Medical Writers for the writing and editing of manuscripts, protocols, IDE submissions, CSRs, outlines, tables, and figures for clinical publications
* Anticipates/identifies potential problems and implements corrective actions on clinical trials
* Participates in quality improvement efforts to increase overall operational efficiency of the clinical operations team