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# Example of Clinical Supplies Job Description

Our growing company is searching for experienced candidates for the position of clinical supplies. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for clinical supplies

* Review and update existing procedures and SOPs
* Tracking of drug supplies
* Forecasting drug requirements
* Confirm production plans and shipping schedules
* Coordinate the review and approval of provider documentation (distribution instructions, label proofs, packaging specifications and methods, packaging batch records)
* Evaluate emerging trends, technologies, and best practices and provide recommendations
* Lead or participate in primary packaging, secondary packaging and assembly of investigational product (IP) and warehousing activity for domestic and international clinical trials
* Compliance with established procedures, policies, and regulations
* Must become proficient with and employ the departmental computerized inventory system (NASCA) for all packaging activity
* Participate in the training of packaging staff on procedures, equipment operation and SOPs

## Qualifications for clinical supplies

* Working knowledge of the contract development / research, pharmaceutical and biotech industries
* Bachelor's degree in a science or related discipline
* 3-5 years in clinical research industry, specifically in the area of Clinical Supplies, Clinical Development, QA/Regulatory Affairs
* Skilled in client and internal team interactions
* Sound understanding of global clinical supply label requirements and regulations
* Experienced in protocol interpretation and packaging and labeling design