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# Example of Clinical Supplies Job Description

Our growing company is hiring for a clinical supplies. 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 supplies

* Arrange study product blinding, provision of code envelopes and unblinding instructions
* Prepare (country-specific) labels, arrange for (re-)labeling of the study products
* Manage the approval (release) process for study products
* Distribution of clinical study products and request for required documentation, import license
* Manage complaints and recall, if applicable
* Coordination of printing Case Report Form and other study-related documents
* Ordering of clinical study supplies
* Maintain information on relevant legal requirements
* Coordinate the selection of, and supervise third parties
* Ensure timely provision of clinical trial material (CTM) for Array sponsored clinical trials and other clinical trials which utilize CTM provided by Array by performing the following activities

## Qualifications for clinical supplies

* CGMP, GCP, and ICH knowledge and experience essential
* Familiar with the global drug development processes
* Understanding of drug formulation, analytical method development, stability, and bulk drug manufacturing practices
* Experienced in clinical supplies packaging and labeling design
* Knowledge and experience in managing third party clinical supplies packaging and labeling facilities
* Skilled in client relationship management