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# Example of Clinical Supplies Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of clinical supplies. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for clinical supplies

* Forecasting program level and study level needs
* Prepare (country-specific) labels, arrange for (re-)labelling of the study products
* Monitor IP for duration of study and ensuring appropriate stock levels are available for study requirements
* Will manage projects that may reside within single or multiple business lines or sites as assigned
* Preparation and management of a Project Plan to meet required milestones
* Deliver the project within agreed upon timeline and budget
* Provide notification of milestone completions for billing to finance
* Will be primary client communication focal point for project team
* Will be the client advocate
* Will support the training of other PM’s and Project Coordinators within the group

## Qualifications for clinical supplies

* Familiarity with various clinical trial designs (randomized, double-blind, double-dummy, placebo-controlled, cross-over)
* Minimum of 9-10 years relevant experience in the pharmaceutical industry or related medical field
* Must work independently under cGMPs and SOPs
* Proven interpersonal skills strong oral and written communication skills
* Bachelor’s degree in Business Administration and/or Finance, and strong analytical and numerical skills
* A strong advantage will be GCP/GMP/ Finance Training