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# Example of Clinical Supplies Job Description

Our innovative and growing company is looking to fill the role 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

* Evaluate competitive offerings to determine the overall best offer for goods or services
* Negotiate and/or issue contracts and purchase orders, obtaining legal review and approval of a contract when required
* Administer contracts and purchase orders from award to completion
* Resolve contract and purchase order differences with suppliers
* Resolve complex payment problems with supplier and user departments
* Review and revise procurement practices to ensure their conformance with established laws
* Represents clinical supplies function at clinical trial team meetings
* Maintains required documents in a manner consistent with cGMP, 21 CFR Part 11, Annex 13 internal QM, Corporate and Functional level SOPs
* Meet or exceed the sales goal for the assigned accounts and territory Romandie, France and Benelux
* Document activity and report progress on an ongoing basis with CRM systems that are provided

## Qualifications for clinical supplies

* Excellent communication skills to interact with the internal multidisciplinary project team, with external partners such as production locations, suppliers and couriers, and other (logistic) service providers
* Must have knowledge and experience in working with IVW/RS, especially with respect to supply management and patient randomization
* Graduate from any discipline
* Project based IT systems Visio
* Good (IT) application know- how
* Track record of working in interdisciplinary and cross-cultural teams