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# Example of Clinical Trial Manager Job Description

Our company is looking to fill the role of clinical trial manager. 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 trial manager

* Conducts CRA Training
* Lead the clinical trial team (CTT) (including representatives from CSUs/affiliates/CROs, GPE, Medical Operation, Biostatistics, Clinical Supplies Platform, Regulatory, Pharmacokinetics and other relevant departments) for the operational aspects of the study
* Contribute to the extended synopsis, protocol, amendments, and WSI (operational sections) development and review to ensure operational feasibility
* Ensure proper overview and communicate to teams (including on-time and high quality) of monitoring activities, data flow, data validation and when applicable, coordinates the centralized review of procedures
* The Dedicated Project Expert (DPE) is accountable for operational oversight of the clinical program conducted within Trial Operations
* Evaluating and monitoring project progress and resources to ensure projects are on time and within budget
* Interacting with various internal and external customers to facilitate successful project completion
* Assessing and upgrading the service level of project management with suggestions on new tools, processes, procedures
* Ensure regional/global clinical operations deliverables progress according to agreed upon timelines and milestones as leader of the Study Management Team (SMT)
* Create appropriate trial-specific training materials and requirements, making them available to the GCO site study staff and delivering training as needed

## Qualifications for clinical trial manager

* Ability to negotiate with vendors and teams
* 5+ years’ managing sponsor companies
* 5+ years’ managing timelines and budgets
* 2+ years’ dermatology
* Minimum 6 years clinical study management experience with at least 2 years direct multinational study management experience
* Must demonstrate leadership skills in order to guide and manage company commitments to clinical trial disclosure