Downloaded from <https://www.velvetjobs.com/job-descriptions/clinical-trials-manager>

# Example of Clinical Trials Manager Job Description

Our company is looking for a clinical trials 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 trials manager

* Develop and implement processes and procedures to perform activities in compliance with GCP and federal regulations and CTO policy
* Develop training programs in line with GCP guidelines
* Stay abreast of all Federal Regulations and ICH Guidelines and implement changes where applicable
* Your ability to work in a fast moving self-driven team
* Your ability to organize and coordinate documentation related to clinical trials running globally
* Participates in the recruiting and hiring process for CPA/CTMA/Sr
* Leads the execution of highly complex trials for the research team
* Acts as the scientific advisor to the sales and operations team
* Communicate effectively by establishing strong working relationships with a diverse matrix of clinical trial sites, investigators, pharmaceutical & biotechnology executives, registry executive committee members, and other important stakeholders
* Synthesize complex clinical, regulatory, and other clinical trial and registry information into actionable plans

## Qualifications for clinical trials manager

* Strong written and verbal communication and working with global teams – setting clear expectations, ensuring proper follow-up
* A Bachelor's in a Scientific discipline is required
* A minimum of five to seven (5-7) years of professional experience within Clinical, Regulatory or another Scientific field is required
* At least 4 years of data management and/or related work experience in clinical trials operations
* Knowledge of the nature of the research done - Scientific, Medical and regulatory expertise
* Completion of Collaborative Institutional Training Initiative (CITI) Program