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# Example of Clinical Trials Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of clinical trials manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinical trials manager

* Be responsible for ensuring the highest data quality, operations and staff management, quality assurance, regulatory compliance, data management, and strategic planning
* Work with CEO – PCCTC and lead management and staff to ensure appropriate funding and budgeting related to all aspects of clinical research
* Collaborate and integrate with the PCCTC participating PCCTC, LLCs in institutional efforts to improve the quality of clinical research across the consortium
* Serves as liaison for clinical trials conducted for pharmaceutical companies
* Monitors and reconciles the budget for all clinical trials
* Assists with the development of operating policies and procedures for clinical trials
* Determines and regulates research staff workloads and protocol assignments
* Organizes projects and collaborates with multidisciplinary team, including finance, GMP manufacturing, business development, clinical staff, and others as needed to complete assigned tasks
* Meet all established Company standards with respect to selling skills, product knowledge, account and territory penetration, competitive knowledge of market and competition, understanding of managed care, and reimbursement methodologies
* Assist the operational team with data collection from potential customers as needed

## Qualifications for clinical trials manager

* Proficiency in MS Office Suite, in particular Excel
* 1 year experience in planning and managing clinical trial processes is preferred
* High school diploma or certified equivalence – Bachelor’s preferred
* Knowledgeable about email and basic computer use
* Willingness and ability to adapt or learn new skills as needed
* Experience in pharmaceutical clinical trials, including investigator initiated and cooperative group