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

# Example of Trial Manager Job Description

Our company is hiring for a trial manager. 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 trial manager

* Maintains contract files and systems
* Supports the implementation of contracting-specific and trial metrics and tools to report on, provide visibility into, and analyze performance and deliverables
* Implement outsourcing strategies and processes for successful support management of US clinical programs
* Effectively use evaluation tools and provide oversight over CRO/third party vendor performance to address performance issues and ensure high quality deliverables within planned timelines against contracted scope of work (SoW)
* Maintains close working relationship with all of CO Legal, Ethics & Compliance, Clinical Development & Medical Affairs (CDMA), and Global Sourcing
* Manages the day-to-day operations and assists with oversight with contracting vendor(s)
* Represents Contracting group for projects and working groups
* Assists in delivering appropriate training for the Contracting group in partnership with the Training and Compliance group
* Ensures clinical trial investigator budget is of high quality and allocations are within fair market values
* Effectively uses budget-specific and trial metrics and tools to report on, provide visibility into, and analyze performance and deliverables

## Qualifications for trial manager

* Five years relevant industry, 3 years within the function
* Minimum of Six (6) years clinical research experience in the U.S. biotech/pharmaceutical industry
* University degree in Health Sciences or Life Sciences
* Previous experience as Clinical Project Leader managing more than one country
* Formal training or certificate on Project Management
* Knowledge of GCP/ICH phase I-IV clinical trials