



## Example of Medical Operations Job Description

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Our company is growing rapidly and is looking for a medical operations. 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 medical operations

- Contribute to on-boarding, training and mentoring of associates
- Effectively communicate with leadership team that sits on committee
- Manage communication to requestors and advise of submission status
- Drive review and status meetings and decisions through developing agendas, minutes, and communicate / distribute key reports and metrics
- Perform fair market value (FMV) assessments of IST budgets
- Establish and maintain professional relationships with external stakeholders to collect information required for study activation, including regulatory documentation in compliance with Halozyme SOPs, study agreements, or other guidelines
- Develop timelines for IST review and activation processes and manage projects and teams to those timelines
- Refine or define processes to accommodate the expansion of the IST program, and develop appropriate Work Instructions, forms, charters and communication plans
- Develop and deploy reports and other resources to facilitate the strategic plans, and communicate IST value proposition across the company
- Manage relationships with internal stakeholders and partners to ensure efficient operation of GMR studies and maintain knowledge base of processes and systems that impact GMR

### Qualifications for medical operations

- Build a clinical knowledge base in order to represent GMR and Halozyme in external relationships and contribute to scientific and strategic decisions around GMR projects
- Manage vendors in support of systems and projects starting with the RFP process through the initiation and implementation
- Contribute to the development of GMR resources, strategic initiatives, and reporting and analytics/forecasting projects, as needed
- Recommending and implementing innovative process ideas that impact clinical trials management and cost efficiency
- Working comfortably within a fast-paced and dynamic work environment, with a high level of autonomy, and ability to embrace change
- BA or BS with bioscience major