CLINICAL PROJECT MANAGER

Cellaïon SA is a global innovator in liver therapeutics whose mission is to bring life-saving treatments to reduce the need for liver transplantation. Our lead clinical program, derived from our patented cell technology platform HepaStem®, is designed to benefit from its immune-modulatory and anti-fibrotic properties.

We are currently hiring a **Clinical Project Manager.**

YOUR RESPONSIBILITIES:

- Manage and provide accountability for day-to-day operational aspects of a clinical trial.
- Maintain in-depth knowledge of protocol, therapeutic area and indication.
- Serve as primary contact for operational project-specific issues and study deliverables.
- Collaborate with other departments in the overall study management of a clinical trial.
- Write, review or contribute to preparation of clinical protocols, amendments, informed consent forms, study guides, case report forms, study reports and any other clinical research related documents.
- Develop, review and keep up-to-date operational project plans.
- Assist in identification and hiring of appropriate CROs and third-party study vendors.
- Negotiate and manage the budget and payments for investigative sites, CROs and other third-party vendors.
- Oversee performance of CROs, third party vendors, manage site quality, and field CRAs including co-monitoring, to ensure compliance with study protocol and in accordance with scope of work; identify areas of concern and escalate as appropriate.
- Assist with CRA and third-party vendor training on protocols and practices.
- Identify, select, and monitor performance of investigational sites for clinical studies.
- Ensure department key performance indicators are met.
- Manage risk assessment and execution.
- Develop and maintain good working relationships with investigators and study staff.
- Ensure studies are carried out according to the study protocol, SOPs, and ICH-GCP and all other applicable laws, rules, regulations and study specific manuals and procedures.
- Plan, organize and lead internal and external meetings and conference calls.
- Track and report on progress of study including site activation, patient enrollment, monitoring visits.
- Prepare and review key study quality metrics (e.g., eligibility, primary endpoint data, etc.), provide reports as required to upper management and determine appropriate action in conjunction with study team (autonomy may vary with experience).
- Oversee the global study budget of a clinical trial.
- Perform clinical data review of data listings and summary tables, including query generation.

YOUR PROFILE:

- Bachelor's Degree in Life Sciences, with at least 4 years' experience in clinical research.
- Good understanding of clinical trials and current knowledge of ICH-GCP.
- Detail oriented and strong organizational skills
- Real problem solver always looking for solutions.
- Flexible and quality oriented.
- Excellent communicator and a real team player.
- Fluent English. Preferably fluent in French.
- Full driving license and willingness to travel on regular intervals nationally and internationally.

If you want to join our team, you may apply for this position by sending your CV and application to **hr@cellaion.com**.

For information, resumes and application letters received will be retained as long as the employment's offer is valid and will be destroyed as soon as the position is filled. We will contact you in case we wish to keep your CV after the recruitment period.