

**Title: Junior Clinical Project Manager**

**Department: Clinical**

**JOB SUMMARY**

This position is responsible for identifying and developing clinical research protocols including but not limited to small-scale feasibility studies, reimbursement, and new indication clinical assessments. The position works cross-functionally to implement the defined plans using internal and external resources.

**ESSENTIAL DUTIES & RESPONSIBILITIES (includes the below tasks, but not limited to the following):**

- Work on all aspects of pre and post-market clinical studies including development of protocols, CRFs, IB, and ICF.
- Collaborate with relevant staff including regulatory affairs, marketing, research & development, reimbursement and outcomes planning.
- Prepares clinical reports for regulatory and medical purposes.
- Participates in the dissemination of clinical information to the clinical team members and extended core team members, as appropriate.
- Collaborate with clinical project/program managers and clinical operations staff with execution of the study protocol.

**EXPERIENCE**

- Bachelor's degree in science/health/nursing required. Master's degree preferred.
- 2+ years experience in clinical/scientific research, medical devices/pharmaceutical clinical trials, plus 2+ years experience working with clinical professionals within a team, as well as working in a cross-functional product development setting.

**Desired Skills and Experience**

**SKILLS & KNOWLEDGE**

- Fluency in English. Any other language is an asset.
- Proficiency in MS Word, Excel and PowerPoint.
- Good knowledge of GCP/GLP
- Good communication, prioritization, organizational and time management skills
- **Team player with positive constructive attitude to solve problems.** Eager to learn, stress resistant, Strong self-development abilities and able to work independently.
- Willingness to manage project independently
- CE mark and FDA submission experience a plus
- Experience with Active Implantable Medical Devices and supporting clinical studies is an asset.
- Medical/biomedical background (RN/Engineer/PhD/MD, etc.) or relevant previous experience.