



Parion Sciences is a development stage biotech company dedicated to research, development, and commercialization of treatments to restore patient's innate mucosal surface defenses.

### **AVAILABLE POSITION: MANAGER, CLINICAL OPERATIONS**

#### **Job Description/Responsibilities:**

- *Manage Contract Research Organizations (CROs) and other external vendors to ensure successful clinical trial implementation including monitoring or co-monitoring with CRO as needed*
- *Liaise with clinical sites as appropriate to ensure optimal Sponsor-site relationships*
- *Prepare/review clinical study protocols, informed consent forms and other patient tools, study procedures manuals, clinical study reports and other clinical documents as necessary*
- *Assist in development of CRF including CRF completion guidelines and edit checks*
- *Manage investigator meetings*
- *Ensure development, review and execution of activities outlined in various study plans, e.g., data management plan, safety management plan, sample management plan*
- *Partner with clinical supply planning team to provide drug supply assumptions*
- *Assure compliance of monitors, consultants, investigators, and vendors with study procedures/manuals, good clinical practice, standard operating procedures and guidelines*
- *Manage study budgets, project timelines and ensure accurate and timely updates*
- *Manage initial and subsequent CTAs*
- *Manage all aspects of study progress from planning to close-out through CROs to assure adherence to intended timelines and achievement of study goals while ensuring quality in accordance with FDA, EMA, GCP, and ICH guidelines.*
- *Perform other duties as required and assumes other responsibilities as assigned by the supervisor/manager.*

#### **Minimum Requirements:**

- *BS in science/life science degree or commensurate experience*
- *Five+ years of clinical experience in multi-center trials managing CRO activities*
- *Knowledge of regulations relating to clinical drug development and ICH GCP.*
- *In addition, must possess:*
  - *Strong organizational and management skills*
  - *Ability to manage multiple priorities and establish and meet deadlines.*
  - *Excellent interpersonal skills*
  - *Ability to ensure details are consistently accurate*
  - *Ability to collaborate with others and work effectively*
  - *Ability to thrive in a fast-paced environment and adapt to rapidly evolving needs*
- *Proficient with Microsoft Word, PowerPoint, Excel and web-based systems.*
- *Ability to travel <25% of time*

**Preferred Skills/Experience:**

- *Knowledge of respiratory clinical trials*
- *Experience with pediatric and/or rare disease clinical trials and international clinical trials*

**Other Information**

- *Anticipated Start Date: August 15, 2020*

**Qualified candidates please e-mail resumes with references to [awoodring@parion.com](mailto:awoodring@parion.com)**