



Job Description

Department	Project Management
Designation	Project Manager
Location	Mississauga, Ontario, Canada
Basic qualification required	<ol style="list-style-type: none"> 1. Bachelor of Science (B. Sc.) degree or equivalent 2. Minimum 2-4 years experience in a project management role in a <i>clinical research</i> environment, both CRO and pharma/biotech 3. Proficient in budget and contract management 4. A proven track record of customer service excellence 5. Holds or working towards PMP designation 6. Solid conflict resolution skills 7. Excellent verbal and written communication and interpersonal skill 8. Demonstrated experience dealing with a wide variety of project stakeholders at all levels in and across various organizations 9. Demonstrated ability to facilitate management team meetings and deliver presentations 10. Strong analytical and problem solving skills 11. Excellent organizational skills, detail oriented, efficient and able to multi-task and prioritize effectively 12. Highly proficient in MS Office Suite (Word, Excel, PowerPoint, MS Project, MS Access)
Experience	2-4 Years
Brief JD	<ol style="list-style-type: none"> 1. Support Proposals and Contracts group in completion of quotations, confidentiality Agreements, Letters of Intent, Contracts 2. Participate in client bid defenses 3. Assist in follow-up and interactions with active and new clienteles regarding quote status, revisions requests, and general inquiries. 4. Management of External Vendor services; including requests for proposals for services not offered at Inflammix to incorporate into client proposals 5. Lead or assist with sourcing of external vendor services when required 6. Manage client relationship from contract to service/project completion 7. Drive billing process for assigned projects through Finance Department, ensuring at each specified payment milestones, up until study completion that all billing has been completed as per proposal and executed contract 8. Ensure transfers of proposals and contracts details to finance 9. Ensure appropriate hand off meetings and / or information dissemination to Operations teams 10. Ensure deliverables, timelines, and milestones from all contracted services are on track (e.g. 11. Operations, Data Management, Biostatistics, Medical Writing, Quality Assurance, Regulatory Affairs and external vendors) 12. Develop study timelines and study conduct plans and manage study start-up conduct and closeout 13. Use appropriate communication to maintain contact with clients to ensure they receive accurate and current information on the status of their project(s), and



maintain good relations

14. Responsible for leading tracking meetings with Operations teams to ensure milestones are on track, discuss study progress, facilitate resolution of issues etc.
15. Ensure appropriate documents have been reviewed and circulated within Inflammix prior to providing to clients
16. Coordinate and participate in teleconferences/meetings with appropriate study personnel to address internal/external client questions, concerns, or comments.
17. Prepare and maintain departmental reports and all tracking databases ensuring that they are updated accurately and issued internally and/ or externally in a timely fashion (weekly tracking reports, financial reports etc.)
18. Immediately notify Management and Operations of any deviations from client timelines and present alternative solutions
19. Evaluate and implement Project Management methodology and best practices
20. Review and provide inputs on current active SOPs & policies and procedures
21. May be required to revise / implement change orders to current SOPs / processes and procedures
22. Provide input into development of protocols, and CRFs and where appropriate concerning the active / future projects
23. Participate in BE and/or Late Phase Project Management Tracking meetings (include preparations of agendas for active studies assigned)
24. Set up and host Sponsor / Monitor / external vendor visits
25. Lead process development within Project Management team: identify gaps in processes that affect the deliverables to clients, work with other departments (Operations, Finance, QA, RA, etc.) to identify areas of concern, facilitate discussions/process to optimize processes to meet client expectations
26. Participate and provide input in general Business Development meetings and other team / corporate company planning meetings
27. May be required to travel for client meetings / and conference
28. Uphold the company mission statement and conduct self at all times in a respectful and business-like manner
29. Identify gaps in processes that affect the deliverables to clients, work with other departments(Operations, Finance, QA, RA, etc.) to identify areas of concern, facilitate discussions / process to improve and meet or exceed client expectations
30. Maintain good understanding of regulatory guidelines (TPD, FDA, EMEA...etc.)
31. Ensure compliance with appropriate Company SOPs, GCP and ICH guidelines
32. Be a positive role model for all staff and interact with colleagues in a collaborative way
33. Execute other duties and functions as may be required/requested