Clinical Project Manager

We are seeking a skilled Clinical Project Manager to join us in our new office in Englewood, CO. The Clinical Project Manager will be responsible for various clinical trial management duties.

Major duties include the following:

- Development of project documentation and other project deliverables
- Training project staff
- Monitoring study progress to assess protocol adherence
- Communicating site activity to finance to ensure that study budgets are on track
- Management of third-party vendors for clinical services and/or contract CRAs, as applicable
- Management of project timelines
- Develop and maintain detailed project plans, and oversee the maintenance of the project Trial Master File
- Track progress of site identification, start-up, monitoring, and study close-out activities, including managing third-party vendors and/or contract CRAs
- Facilitate development of study tools and appropriate tracking systems for coordination of trials, budgets, enrollment status and clinical supplies

Qualified candidates must possess the following:

- B.S. degree in Life Sciences or equivalent
- Able to work independently and prioritize projects with little supervision
- Excellent written and verbal communication skills, including proficiency in medical terminology
- Excellent analytical, organizational, and problem-solving skills
- Demonstrated experience with computerized systems, database management, and spreadsheet and word processing programs to manipulate data and create reports
- Thorough understanding of and compliance to applicable regulations and guidelines
- Ability to travel.

Send your resume to: careers@viveve.com