



CDR-Life is a young and innovative biotech company based in Schlieren, Zurich where we develop novel immunotherapies against cancer based on our unique tumor targeting technology. It is a dynamic mission-driven company with a highly collaborative approach. The company is preparing to enter the clinic and is looking to expand the Clinical Operations team. We are looking for a Clinical Project Manager to build and maintain the systems to support the conduct of this first clinical trial and beyond.

Clinical Project Manager

A Key Role in Shaping the Clinical Operations Department

The Clinical Project Manager will support the Clinical Operations Leader by building and maintaining the clinical operations systems, quality platform, and supporting systems and processes to successfully deliver the first clinical trial and beyond. We are looking for a motivated and organised team member, who is keen to work in a young dynamic biotech environment.

Key Responsibilities

Support of Cross-Functional Study Team

- Progress study activities within the cross-functional study team
- Manage external vendors involved in study delivery.
- Prepare study progress updates.

Study Planning and Execution Activities

- Develop and execute study-specific plans.
- Set-up and maintain study tools and systems.
- Liaise with vendors, clinical CROs, clinical laboratories, and internal stakeholders to manage key study activities such as set-up and maintenance of the Trial Master File; forecasting and tracking study drug; risk identification and management, data cleaning activities; and quality management.
- Set-up and maintain systems to manage the study budget, including tracking invoices, maintaining forecasting trackers, and managing vendor purchase orders and change orders.
- Support and maintain the GCP SOP framework and work instructions.

Your Profile

- Bachelor's degree in a scientific or healthcare discipline required, but exceptions might be made for candidates with relevant clinical operations experience.
- Able to work independently to develop and manage supporting operational tools and activities.
- Strong organisational and time-management skills; Project management experience preferred.
- Strong teamwork and communication skills; Able to work in cross-functional teams of both internal and external partners.

From May 2023, CDR-Life will be located at Tödistrasse 48, Horgen.

Are you interested? For any further questions or your application please contact: clare.price@cdr-life.com. We are looking forward to hearing from you.