



## Position Description

Employer:	Convergence CT
Location:	Home office based
Last Updated:	14 Jul 2009
Position Title:	Project Manager, CGRN
Position Status:	Full Time

### Position Summary:

Convergence CT seeks a motivated Clinical Research Coordinator / Project Manager (CRC) to join our team of highly-qualified, enthusiastic self starters. The CRC must be an energetic, detail-oriented individual with strong organizational and computer skills with the ability to communicate well with others. Must take responsibility for assigned projects and associated tasks, and must be able to meet critical internal and external timelines. This position works in a team environment to ensure that all aspects of clinical studies comply with regulatory guidelines to support product licensure as well as client needs and expectations.

### Key responsibilities:

- Coordinating the project and operational aspects of our Convergence Global Research Network (CGRN). The CRC will act as liaison between the investigators, primary care providers, the institutional review board (IRB), and the sponsor of the study;
- Facilitate timely communications with network members regarding upcoming clinical trial opportunities;
- Manage the introduction of new research projects within the network;
- Other duties as assigned.

### Required Experience:

- Industry experience in global clinical trials that specifically includes:
  - protocol design and development;
  - site selection criteria;
  - clinical trial budget development;
  - regulatory knowledge;
  - working with reimbursement groups;
  - site selection;
  - patient recruitment.

- Strong project management skills, including project tracking application software;
- Strong communication skills (written and verbal);
- Proven ability to learn new areas of the regulatory process and/or grants and contracting;
- Ability to supervise multiple trial protocols and clients simultaneously;
- Ability and desire to stay current on several broad medically relevant topics as they pertain to the organization's needs;
- Proven ability to succeed in a flexible multi-disciplinary team environment;
- Proficient in Microsoft Office Suite and Microsoft Project.

**Minimum Requirements:**

- Bachelor's degree (BS/BA/BSN) required;
- Previous experience in the healthcare industry and the clinical trial arena, with at least five years at a life sciences manufacturer or academic institution;
- Experience managing all aspects of clinical trials, including both Provider and Life science stakeholders;
- The CRC must have an in-depth knowledge of clinical protocol requirements and good clinical practices as set forth by federal regulations;
- The CRC must have the ability to travel to meet the requirements of the position.

**Additional Knowledge and Skills:**

- Self Starter who is motivated by success.
- Excellent verbal and written communication skills.
- Detail oriented with strong organizational skills.
- Strong computer skills with knowledge of MS Office suite including Excel, PowerPoint and MS Project.
- Ability to independently work from home within a matrix environment.

**Contact:**

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