	Description
Function	Clinical Project Manager (CPM)
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne hr@acimmune.com
Percentage	100 %
Reporting Line	Head of Clinical Operations (HCO)
Company Profile	• AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases • 150+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ • AC Immune SA is a progressive, equal opportunity employer
Job description	The Clinical Project Manager will be responsible, under the supervision of the HCO, of the management of regional and/or international studies, alone or in collaboration with a Lead CPM, according to time, cost and quality standards.
Key Responsibilities	• Manage international clinical studies according to time, cost and quality standards • Negotiate, implement and maintain contracts with study partners (study vendors, sites) • Manage activities of study partners, support clinical CRO in managing the sites • Review and approve submission packages for submission to Ethics Committees/Institutional Review Boards • Supply proper documentation to the Regulatory department for submission to Regulatory Authorities • Contribute to the generation of SOPs/WIs • Participate in clinical study design • Create and maintain operational plans • Prepare study budgeting and forecasting • Global budget management of studies • Ensure the accurate planning and ordering of clinical study drug supply • Lead study protocol development • Write and update clinical study documents • Participate to review and approval of the Clinical Trial Report • Be responsible for the Trial Master File • Participate in study specific core team meetings
Qualifications & Skills	Required: • A scientific degree is required as well as the ability to work in a start-up environment, handling multiple demands and strong planning and organizational skills • Minimum of 4 years of experience in clinical research (preferably with 2 years coordinating international or leading regional studies) • Knowledge in international standards (GCP/ICH) as well as in international (FDA/EMA) and local regulations • Hands on experience in writing clinical study documents • Good spoken and written English Personal features include: - Advanced understanding of timelines, budget and resource management - Planning, tracking and solving skills for maintaining project timelines - Networking skills - Working both independently and in a cross-functional team setting