(REF.2023-02)

JOB OFFER FOR

Study Manager

Teamit Institute is a research management organisation specialised in the area of pharmacoepidemiology, quality, and regulatory sciences. We are experts in creating collaborative partnerships with public and private entities to carry out multi-country observational studies on vaccines and medicines as per request by regulatory authorities and/or commissioned by biomedical companies.

Teamit Institute is looking for a talented, hard-working, committed, enthusiastic, adaptable, and creative professional who wants to grow and pursue a career with a top team of professionals in European project management in the biomedical sector. We are looking for people who can immediately be part of the company, are eager to learn and grow, can seamlessly perform a variety of tasks with consistent high-quality results under pressure, and have the positive ambition to become a world-class professional in the field. This work will allow the selected candidate to be in contact with international teams of scientific experts of recognized prestige.

RESPONSIBILITIES

The Study manager will be the person of reference for the management of multi-country pharmacoepidemiology studies including:

- Project Planning and follow-up:
  - Create a study plan, including timelines and milestones and monitor planning adherence.
  - Identify key stakeholders and establish communication channels.
- Reporting:
  - Follow-up the results production with the stakeholders.
  - Support the development of study deliverables (coordinate writing and review of documents, review and editing)
  - Present study updates to sponsors and stakeholders.
  - Document project achievements, risks and changes.
- Budget Management:
  - Develop and manage study budgets.
  - Support financial monitoring of the study.
- Quality Assurance:
  - Implement quality control processes and standards.
  - Ensure study adheres to quality guidelines and best practices.
  - Support document management for internal quality procedures.
- Communication:
  - Maintain regular communication with the project team and stakeholders.
  - Facilitate meetings and discussions as needed (setting up meetings, writing minutes, creating mailing lists, etc.)

REQUIREMENTS:

- University degree in Life Sciences, Pharmacoepidemiology or similar is mandatory, PhD degree in these fields would be a plus.
- Specific training on Project Management will be an asset.

- Prior experience of at least 3 years in clinical research management or similar
- Alternatively, at least 3 years of experience in managing European and other complex distributed projects, collaborating with pharmaceutical companies.
- Knowledge of the EU healthcare and regulatory system; a postgraduate or Master's degree in regulatory affairs or related disciplines would be an asset.
- Fluency in English (spoken and written) is mandatory, good command of Spanish and other EU languages would be a plus.
- Excellent communication and interpersonal skills, ability to work autonomously, proactivity, high organisation capacity, problem-solving and team working attitude.

WHAT WE OFFER:

- Fulltime contract in a highly stimulating work environment.
- Salary corresponding to the experience and professional profile.
- Start date: January 2023

Interested candidates, please send your CVs and motivation letter to bespanol@teamitresearch.com indicating reference number 2023-02