# Clinical Operations Specialist

Job ID
REQ-10022400
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## Résumé

The Clinical Operations Specialist works with the Clinical Trial Team to ensure successful study conduct in collaboration with customer, other Line Functions and third-party vendors. You will be responsible for logistical aspects, vendor coordination and contribute to budget management of assigned clinical studies.

## About the Role

**Key Responsibilities:**

- Evaluation of investigators fees (country level budget/Grant Plan) estimates per country.
- Negotiation of investigators fees and country related study costs; and supporting Clinical Project Manager (CPM) ensuring accurate planning, tracking and reporting of study budget.
- Set-up and coordination of third-party vendors (i.e. central lab, investigators' meeting organization) and monitoring partner, ensuring all information, documentation and material in place for study start.
- Effective and smooth workflow between study participants (i.e. third-party vendors and monitoring partner).
- Follow-up with vendors and monitoring partners on day to day operations (recruitment reports, delivery of study kits...)
- The set-up and maintenance of studies in Clinical Trial Management Systems (CTMS), ensuring all key documents are present and filed as appropriate in Trial Master File (TMF)
- Ensuring availability of study material for monitoring partner/sites

**Essential Requirements:**

- Life Science degree or equivalent
- 3+ years' operational experience of clinical study execution in a pharmaceutical company or contract research organization
- Strong technical and organizational skills, details oriented, thorough knowledge of Good Clinical practice and presentation and tact skills
- Consistent track record to establish effective working relationship in a matrix and multicultural environment and willingness to act accountably in project/study management
- Strong customer focused mentality and proficient English (oral and written)

**You'll receive:** Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each

working day (full tax covered by company); MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: https://www.novartis.cz/

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