Polyphor is a clinical stage biopharmaceutical company based in Allschwil, Switzerland, and is focused on the discovery and development of antibiotics and other specialty pharma products for severe or life-threatening diseases.

We are currently looking for a:

Clinical Development Project Manager

The Clinical Development Project Manager is responsible for all aspects of the operational conduct of assigned clinical trial(s), including contribution to protocol development and other critical documents, leading the clinical trial team (vendor management), leading and organizing the conduct of the assigned trials, in compliance with GCP, according to budget and in collaboration with internal and external partners, such as internal scientist, consultants, vendors / CROs, clinical site operational staff and investigators.

Responsibilities:

- Responsible for the writing of clinical documents in collaboration with stakeholders, ensure feedback is adequately integrated into protocol;
- Contribute to the development of clinical sections of regulatory documents such as Investigators' Brochures, briefing books, safety updates, IND/NDA submission documents, responses to Health Authorities and EC/IRB questions…;
- Accountable that Trial(s) specific documents (e.g., protocol, CRF, outsourcing specifications, data monitoring, validation plans, Project Management Plan. etc …) are developed on time, complete, of high quality standard and ensure consistency between all of them;
- Ensure timely supply of Investigational products and biological sample collection kits to sites and ensure appropriate communication channels are set up between the involved sites, vendors and Polyphor operational units for secure sample shipment to respective vendors;
- Participate to the vendor selection process and manage the outsourcing of trial related activities;
- Responsible for proper oversight and coordination of vendors to ensure good quality of services (e.g.: Monitoring, Data management, programming, safety, statistics, medical writing…) including reviewing of deliverables (e.g: on site visit report ….);
- Accountable for the preparation and maintenance of TMF;
- Accountable for the development, management and tracking of trial budget working closely with the Head Clinical Operations;
- Accountable for accuracy of trial information in all trial databases and internal tracking systems;
- Accountable for all internal meetings related to the clinical trial, including setting agendas and appropriate meeting minutes / documentation of decisions taken at the respective meetings

Qualifications:

You have a scientific degree (Bachelor's or Master's) or an equivalent education in life science/healthcare. At least 5 years clinical experience in the pharmaceutical industry or at a CRO at a project management level. Your combined scientific and operational hands-on / on-the-job experience in various disciplines related to and relevant for clinical development is given. You are familiar with the drug development process, its related documentation and ICH and GCP requirements.

You are as well efficient in managing your time, prioritizing tasks, planning meetings and follow-up of agreed actions. Your organizational, attention to detail and problem solving skills are excellent and

you are willing and able to work independently while being a team player. You are able to effectively communicate with internal as well as external stakeholders and colleagues, including our clinical partners.
The working language is English; knowledge of other languages is an advantage. You are proficient in the use of standard office software.

Desired personal qualities should include: high emotional intelligence and teamwork attitude, hands-on approach to problem solving, strong self-motivation, and hard-worker with ability to adapt to a fast-paced working environment. The position will be based in our Allschwil offices. Ideal start would be as soon as possible.

Please send your full application documents to the following address: hr@polyphor.com. Direct applications are preferred. For further information about the offered position, please contact: Franziska Müller (+41 61 567 16 00).