

United Kingdom Jobs Expertini®

Project Manager

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Company: Meeting Protocol

Location: United Kingdom

Category: business-and-financial-operations

Established in 1996 and rebranded to Scout in 2024, we built our foundation on planning meetings for numerous organizations within the life sciences sector (Scout Meetings). In response to emerging industry needs, we expanded our services to include Scout Clinical, one of the top providers of clinical trial patient travel and reimbursements, and Scout Academy, our secure, online, on-demand learning management system that ensures global compliance. Scout is recognized as a leader in our field for innovation in service, attention to detail, our stellar team members, and making the complex easier. If this interests you, we'd love to have you join our rapidly growing team!

Position Summary: We are looking to hire a talented, eager, and skilled Project Manager to join our UK team in a remote role. The Project Manager will perform a wide variety of activities to support the start-up, management, and completion of patient services for clinical research studies. They will report directly to the Director, Project Management and will manage sponsors and vendors, and deliver project activities on time. This is a fully remote position with no travel requirements. Responsibilities of this position include but are not limited to: Contracts support Review protocols in support of new requests for proposal Study management activities and study start-up Maintain activities spreadsheet for studies Regular communication with global study stakeholders including CRO and Sponsors Schedule and conduct study on-boarding phone calls, KOMs, IMs and follow-up calls Act as main point of contact to Sponsor and CRO clients for Scout Clinical services for assigned studies Collaborate on operational internal policies and manage adherence Oversee regulatory onboarding process of studies in collaboration with Scout Clinical Compliance Team Provide study-specific patient and site-

facing documentation which includes ongoing administrative tasks/document management throughout the life of the study. Oversee training of sites, patients, and study teams on utilization of the Scout Clinical portal in collaboration with the Scout Clinical Trial Manager. Oversee and manage Scout Clinical portal configuration for assigned studies. Work with Patient Liaison team to support travel and reimbursement activities associated with assigned studies. Liaise with Finance to produce statements, reports, and invoices and confirm monthly submissions to clients for assigned studies. Serve as an additional Subject Matter Expert for Scout software development team. The ideal candidate will have the following experience, skills, and knowledge:

- Bachelor's Degree or equivalent experience
- Experience in the clinical/healthcare industry, preferably clinical research
- Strong computer skills (Excel, Word, Outlook)
- Strong understanding of project management
- Strong understanding of the clinical trial process and clinical trial protocols

The ideal candidate will have the following competencies and qualities:

- Ability to handle multiple projects in various planning stages concurrently
- Ability to track and manage key dates/deadlines
- The desire to learn/be coachable
- Timely, professional, courteous communication with clients, vendors and colleagues
- Highly ethical and of good character
- Attention to detail
- Well organized with an ability to prioritize and multi-task
- Ability to work within and meet strict deadlines
- Ability to work under pressure in a fast paced, demanding environment
- Self-motivated but also follows instructions
- Forward thinking / problem solver / critical thinker / analytical
- Team player

Visit our website at www.scoutclinical.com or follow us on LinkedIn for other employment opportunities. WE ARE AN EQUAL OPPORTUNITY EMPLOYER Powered by JazzHR

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