



Lead Project Management

Position open only to Canadian citizen/resident or with Canadian work permit

Montreal Health Innovations Coordinator Center

Full Time

The Montreal Health Innovations Coordinating Center (MHICC) is a full-service contract research organization targeted on multicenter and multinational clinical trials. We provide services to the academic community and to the pharmaceutical, biotechnology and medical device industries. Our main goal is to establish a partnership with our customers to ensure a successful implementation of their project while respecting the scope of work, budget, timelines and highest standards of quality.

RESPONSIBILITIES

- Leads, manages, and directs all project managers within the Clinical Research department.
- Provides expertise, leadership, and guidance in project management of a clinical study.
- Provides mentoring, coaching, and development of the project managers.
- Develops, reviews, implements, and provides training on SOPs and guidelines for clinical project management processes.
- Assist in preparation of sponsor, regulatory or MHICC audits.
- Participates in sponsor meetings.
- Assists the Director Operations in the preparation and revisions of requests for proposals, proposals, and budgets.
- Develops, implements, and maintains technical tools needed to ensure efficiency and effectiveness in project management activities, procedures, systems, and technologies.
- Maintain project assignment tools up to date to ensure efficient management the project managers workload.
- Responsible for the Clinical Trial Management System and Trial Master File System.
- Ensures that the project managers are working in line with the clinical study timelines, scope of work, budget, client expectations, contractual obligations and reporting any problems.
- Creates and presents regular progress reports, including measure of KPIs, achievements and potential challenges and/or risks for MHICC upper management.
- Performs all responsibilities of a project manager.

REQUIREMENTS

- **Bachelor's degree in life sciences (mandatory)**
- **Must have excellent French and English verbal and written communication abilities (mandatory)**
- A minimum of 7 years of experience in project management within a clinical research environment. Emphasis on research methodology, experience in mentoring and training is an asset.
- Successful management of global studies as well as study sites from study start-up through study maintenance and close-out is an asset.
- Excellent knowledge of clinical research methodology and solid understanding of clinical studies, ICH-GCP, and other applicable regulatory requirements.
- Excellent organizational, communication, interpersonal and leadership skills and the ability to work effectively, independently and collaboratively within cross-functional teams with minimal supervision.
- Excellent organizational skills, efficient and able to prioritize effectively.
- Must have strong analytical and problem-solving skills.



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- Computer literacy, proficiency in Microsoft Office including SharePoint and Excel, Adobe Acrobat, and document management systems.

WORK CONDITIONS

- 35 hours weekly base
- Pre-approved overtime paid
- Flexible work schedule for work-family balance
- Hybrid model (working from home and office)
- 6 weeks' vacation after one year
- 13 statutory holidays
- Defined retirement benefits
- Group insurance
- 9.6 day off sick days

The Montreal Heart Institute offers a wide range of benefits aimed at employees' health, well-being and quality of life at work, including free access to the EPIC Centre, Recharge cabins and silence rooms, as well as various other benefits.

TO SUBMIT YOUR APPLICATION

- Final date to apply: **30-AUG-2024**
- Send your application to the following address: rh@mhicc.org
- Please indicate the job title for which you are submitting your application

Visit our websites : [Montreal Health Innovations Coordinating Center \(MHICC\): LinkedIn](#), www.icm-mhi.org et www.mhicc.org

We offer equal employment opportunities to all.

Only candidates that have been selected for an interview will receive a written answer.