# Clinical Supplies Manager IMP

**Remote**

## Summary

Reporting to the Director, Clinical Supplies, the Clinical Supplies Manager IMP will be responsible for the adequate and timely provision of Investigational Medicinal Product (IMP) to our clinical sites; spanning all aspects of the supply chain from secondary packaging and labeling through to returns and destruction.

## Responsibilities

- Manage clinical supply planning and forecasting for multiple study protocols
- Manage clinical supplies distribution and receipt of Investigational Medicinal Product (IMP) to all clinical sites, including coordination with internal and external stakeholders as necessary, and including raising appropriate import and export documentation as required for global clinical trials.
- Support drug supply delivery timelines throughout the duration of a clinical trial with finished product packaging and labeling of IMP, coordinating with QA, Technical operations and Regulatory Affairs as required.
- Monitor clinical supply inventory using both manual and automated tools (IVRS/IRT) and adjusting IMP distribution plan accordingly. Monitor expiry dating of IMP.
- Resolve issues involving distribution of clinical supplies, including complaints received from clinical sites, resupply requests, temperature excursions, etc.
- Manage IMP returns and accountability, and coordinate with internal and external stakeholders as necessary
- Financial management of vendors, including invoice reconciliation, budgeting, quarterly accruals and variance reporting for vendor contracts as needed.
- Ensure all IMP related study documents are created and maintained in a timely manner as required for study initiation or changes (e.g. personnel, vendors, protocol amendments).
- Occasional international travel to attend meetings is required.
- Other related duties as assigned.

## Qualifications and Requirements

- Undergraduate degree in health sciences or related field with up to 5 years' experience in clinical supply logistics management, or the equivalent combination of education and experience.
- Expert user of MS Word, Excel, PowerPoint, and other computer programs, systems or applications with the capability of effectively working with large complex documents.
- Superior oral and written communication skills and attention to detail.
- Proven ability to identify and then solve problems independently.
- A talent for thinking critically on, and decision-making in, complex work situations.
- Independent worker, who thrives in the multi-tasking demanding fast-paced environment of small biotech world.
- Must be able to travel without any legal restrictions across international borders. Estimated 10% travel, mostly within North America.

## How to Apply

To apply for this role, please submit your CV and cover letter in PDF format to hr@sierraoncology.com. Please indicate the position title in the subject line of your email.

We thank you in advance for your interest in Sierra. We will contact you directly should we wish to arrange a meeting to discuss this position further.