	Description
Function	Senior Clinical Project Manager (Senior CPM)
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne hr@acimmune.com
Percentage	100 %
Reporting Line	Group Leader Clinical Operations (GLCO)
Company Profile	• AC Immune is a clinical stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases • 140+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ • AC Immune SA is a progressive, equal opportunity employer
Job description	The Senior Clinical Project Manager is responsible, under the supervision of the GLCO, of the management of international and/or complex studies according to time, cost and quality standards.
Key Responsibilities	• Manage international and/or complex clinical studies according to time, cost and quality standards • Negotiate, implement and maintain contracts with study partners (study vendors, sites) • Manage activities of study partners, support clinical CRO in managing the sites • Review and approve submission packages for submission to Ethics Committees/Institutional Review Boards • Supply proper documentation to the regulatory department for submission to Regulatory Authorities • Contribute to the generation of SOPs/WIs and share experience and expertise when reviewing documents created by other members of the clinical team • Participate in clinical study design • Create and maintain operational plans • Prepare study budgeting and forecasting • Global budget management of studies • Ensure the accurate planning and ordering of clinical study drug supply • Lead study protocol development • Write and update clinical study documents • Participate to review and approval of the Clinical Trial Report • Be responsible for the Trial Master File • Participate in study specific core team meetings • Serve as a mentor and as a dedicated point of contact for operational related questions for junior team members within the clinical team

Qualifications & Skills	*Required:*
	• Minimum of 6 years of experience in clinical research (with 4 years coordinating international or leading regional studies)
	• Previous monitoring experience and knowledge in international standards (GCP/ICH) as well as in international (FDA/EMA) and local regulations
	• Hands on experience in writing clinical study documents
	• A scientific degree is required as well as the ability to work in a start-up environment, handling multiple demands and strong planning and organizational skills
	• Personal features include:
	  ○ Advanced understanding of timelines, budget and resource management
	  ○ Planning, tracking and solving skills for maintaining project timelines
	  ○ Networking skills

	○ Working both independently and in a cross-functional team setting ○ Good spoken and written English are required