

	Description
Function	Clinical Project Manager (CPM)
Location / Contact	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne careers@acimmune.com
Conditions – Percentage – Home office policy – Duration	80-100 % Hybrid on site and home office As soon as possible until 31 December 2026
Reporting Line	Head of Clinical Operations (HCO)
Company Profile	<ul style="list-style-type: none"> AC Immune is a clinical-stage biopharmaceutical company emerging as a global leader in precision medicine to diagnose, treat and prevent neurodegenerative diseases. 130+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ AC Immune SA is a progressive, equal opportunity employer
Job description	<p>The Clinical Project Manager, under the supervision of the HCO, will join the ClinOps team managing an international complex study for:</p> <ul style="list-style-type: none"> Supporting start-up activities of a new/modified cohort (e.g. oversight on site selection and qualification, contract negotiation, review of ICFs and submission packages, etc.) Overseeing vendors activities (implementation of new contracts, review of completion rates, oversight on day-to-day activities)
Key Responsibilities	<ul style="list-style-type: none"> Negotiate, implement and maintain contracts with study vendors Oversee activities of study vendors (e.g. participation to regular meetings, review of plans, etc.) Support clinical CRO in managing the sites, as applicable Review and approve submission packages for submission to Ethics Committees/Institutional Review Boards Create and maintain operational plans Prepare study budgeting and forecasting Support global budget management of Studies Support study protocol amendment Oversee the quality of the Trial Master File Participate in study specific core team meetings and other internal meetings, as applicable
Qualifications & Skills	<p><i>Required:</i></p> <ul style="list-style-type: none"> Minimum of 6 years of experience in clinical project management (with 4 years coordinating international or leading regional longitudinal studies) Knowledge of international standards (GCP/ICH) as well as international and local regulations in the USA, UK and EU 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: <ul style="list-style-type: none"> 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

	<p>Would be a big plus:</p> <ul style="list-style-type: none">• Experience in set-up/start-up activities such as site selection/qualification, site contract negotiation in Europe and in the USA• Past experience in Parkinson's disease• Experience with active immunotherapy studies
--	---