

## **Jecho Laboratories Job Opportunity**

**TITLE:** Senior Manager/Director, Global Clinical Operations

**LOCATION:** Frederick, MD

**REQ#:** 23-009

**Overview:** Jecho Laboratories, Inc. (Jecho) is currently searching for a skilled professional to lead the overseas clinical operations for planning and conducting of sponsor-supported clinical studies. He/she is the leader of the Clinical Operations on site and remotely, as a senior manager reporting to CO Director, or as a director reporting to VP. The candidate is responsible and accountable for the execution of the clinical operations at the global or US-based multi-regions to ensure successful performance of clinical trials by oversight of the clinical operations in the quality, timeline, budget, and scope perspective.

### **Essential Job Functions:**

- Responsible for setting up the overseas clinical study team.
- Responsible and accountable for the management of the team with particular emphasis on teamwork, quality, timelines, budget, metrics and compliance with the clinical development plans and protocols in sponsor-supported clinical trials.
- Responsible for the organization and management of all clinical study aspects, including but not limited to the connections with Health Authorities, IRBs/ECs, study site, central lab, PIs, and CROs.
- Responsible for developing the strategy, plans, tools, and training to oversee and assess performance of the clinical operations.
- Responsible for the proactive communication with CRAs, medical QAs/QCs, and other members of the clinical operations to follow up open issues, drive patient recruitment and retention, to meet the project timelines in the compliance of site visits (on site and remote), including, but not limited to pre-study visits, site initiation visits, routine monitoring visit, motivational visits, close-out visits, audit support visits.
- Responsible for overseeing that study-related documents are tracked, filed, reviewed, and completed according to the regulatory and protocol requirements.
- Responsible and accountable for understanding and managing the clinical operations budgets of activities within budget scope.
- Responsible for coordinate with internal CMC team and/or external CROs for the management of supply logistics of drug, agents, and biospecimens.
- Communicate effectively with all team members for risk identification and action planning of risk mitigation and prevention.
- Responsible for biddings of CROs and central labs and oversee the site/lab selection process. Depending on the scope and roles, this may be performed with other administrative members.
- Oversee the collection, analysis, and interpretation of clinical data for the final report.
- Travel required at 30%, both domestically and internationally.

- Other duties as required by the company.

**Minimum Requirements:**

- Minimum of BS/BA degree (for senior manager candidate) and master's degree (for director candidate) in the life science field required.
- MD or PhD preferred.
- Minimum of 3 years of experience in management of clinical study operations required, in infectious/malignant diseases preferred.
- Oversea experience and bilingual of English and Chinese are preferred.
- Familiar with the knowledge of FDA and EMA policies, regulations, and guidelines.
- Expert level of knowledge in clinical research concepts, practices, and GCP/ICH-Guidelines.
- Academic or industry experience in drug development preferred.
- Ability to work effectively across multiple functions, at all levels of management; leading multidisciplinary project teams and maintaining project schedules on multiple programs.
- Ability to read, write, and speak fluent English with the excellent communication skills.

**Compensation:**

- Jecho offers a competitive salary (commensurate with experience) and excellent benefits package.
- Jecho is an equal opportunity employer.

**Disclaimer:**

- Jecho Labs is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.
- This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and the employee may be required to perform additional functions.
- The job description is subject to change by the employer as the organizational needs and requirements of the job change.

Please submit resumes to [hr@Jecholabs.com](mailto:hr@Jecholabs.com).