

JOB DESCRIPTION

Project Manager - Clinical Trials

Company	InnoSpark Services Pvt. Ltd.
Employment Type	Full-time
Working Mode	Remote or on-site (Gurugram office)
Reports To	Director of Project Management
Travel	As needed (approximately 5%)
Education & Experience	Bachelor's degree; 2+ years of clinical trials research experience

ABOUT US

InnoSpark Services Pvt. Ltd. is an innovative technology company located in Gurugram, committed to providing state-of-the-art solutions to customers across various geographies. We are a rapidly expanding team dedicated to cultivating a challenging work environment that allows employees to develop and grow in tandem with the company.

THE CLIENT YOU WILL BE WORKING FOR

The client is a leading provider of cloud-based, decentralized respiratory monitoring solutions for clinical research. Its solutions enable pharmaceutical companies to capture respiratory data at any point in time, expanding participant reach, increasing data volume, and streamlining data collection. The client is committed to delivering a seamless experience to its customers and their participants.

POSITION SUMMARY

The Clinical Trials Project Manager will be responsible for directing and managing services for client research projects and trials to ensure high-quality, on-time, and on-budget delivery. The role covers the preparation, initiation, monitoring, and closure of participating sites in clinical studies in accordance with the client's policies and procedures, study protocols, GCP, and HIPAA regulations.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Direct day-to-day clinical project management operations and keep management informed of trends and changes.
- Develop strong product knowledge and business expertise in the client's products.
- Demonstrate skill and creativity in problem solving, using inductive and deductive reasoning.
- Develop a strong understanding of spirometry and other respiratory endpoints.
- Review study protocols and requirements, and collaborate with key stakeholders to determine how the client's solution will be used in clinical trials.
- Communicate project information to all study sites, CRO partners, and study sponsors in a timely manner.
- Develop study-specific guides, training materials, and documentation covering all aspects of clinical research studies.
- Work with the client's logistics team on ordering and shipment of supplies necessary for study completion, and keep clients informed of shipment status.
- Instruct research staff on training and procedural aspects of the client's platform.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- **Communication:** Excellent oral, written, and interpersonal skills to interpret instructions, convey and present information, and interact with a wide variety of people in a helpful, effective, and informative manner, using tact and diplomacy.
- **Problem Solving:** Demonstrates skill and creativity; uses inductive and deductive reasoning.
- **Organization & Attention to Detail:** Follows detailed instructions and meets all project requirements; tracks deadlines and project milestones.
- **Composure:** Ability to handle stressful situations professionally.
- **Tools:** Advanced knowledge of the Microsoft Office suite or Google Workspace.

EDUCATION & EXPERIENCE

- Bachelor's degree in accounting, finance, sciences, engineering, or a healthcare-related field.
- Two or more years of clinical trials research experience, or equivalent.

WHAT WE OFFER

- **Growth Opportunities:** Be part of a small, dynamic team where you will have the chance to take on diverse responsibilities and grow with the company. You'll gain immense exposure to international healthcare technologies and play a pivotal role in connecting with global and domestic clients and partners, driving your professional growth.
- **Learning Environment:** Gain valuable experience and exposure to various aspects of startup operations and technology industry practices.
- **Work Culture:** A supportive and innovative work culture with opportunities for professional development and career advancement.

HOW TO APPLY

Interested candidates are invited to share their resume, along with a note on their **motivation to join a startup organization**, at career@innospark.ai.

LIMITATIONS AND DISCLAIMERS

This position description is meant to describe the general nature and level of work being performed. The Essential Duties & Responsibilities of the position are not intended to be construed as an exhaustive list of all the functions, responsibilities, or accountabilities of the position. This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in conformance with applicable laws.

The Required Knowledge, Skills & Abilities of the position are representative of those associated with successful performance in the position, but their presence does not assure success in the position. The employee's performance will be measured in terms of their success in performing the Essential Duties & Responsibilities of the position, meeting their objectives, accepting the responsibilities of the position, and adhering to the company's values and policies.

All position requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This position description may be changed by the company at any time in conformance with applicable laws.