

# More than a job. We make the DIFFERENCE.

## JOIN CSM !



To strengthen our Project Management Department, our fast growing company is currently seeking a highly motivated and enthusiastic

### PROJECT MANAGER SOLUTIONS BIOREPOSITORY/SAMPLE (with scientific background)

This position is based in Mont-Saint-Guibert (Belgium) for a full-time permanent contract

#### Main responsibilities

*As a Project Manager Solutions, you act as primary contact and final accountable person between the customer and CSM operational departments to ensure customer satisfaction. You coordinate projects effectively to ensure that CSM services are delivered on time, within budget and according to the agreed quality standards.*

- Coordinates with Sales regarding client contract creation specifications
- Creates and maintains a project timeline based on client needs
- Organize and lead client meetings, as deemed appropriate based on study and client needs.
- Manages the setup and implementation of clinical studies including, but not limited to sampling kit requirements, biorepository, logistics, long term storage & lab manual services etc to ensure accurate and timely receipt to client of study materials
- Provides solutions to clients based on their need and estimated start date
- Work alongside other assigned Project Managers as project needs are identified.
- Utilizes project management tools to ensure time management in adequate planning, evaluation, and submission of risk assessment timelines on projects
- Ensures that accurate billing of project hours are documented and billed correctly.
- Partners with other team members in Operations to ensure processes and procedures are maintained.
- Works with applicable department manager(s) to address, research, and resolve issues and concerns raised by clients
- Delegates, provides instruction, and assists in training, as identified by Director of Project Management of other Project Management Team members.
- Partners with Quality Assurance to develop or revise applicable documents (i.e. SOPs, Work Instructions, etc)
- Partners with Quality Assurance and team members to ensure compliance of SOPs and correct deviations in a timely manner
- Communicates operational, personal concerns, and opportunities for improvement to department leaders
- Takes responsibility for personal skill development in continuing to learn current pharmaceutical standards and industry trends
- Knows, understands, and complies with the company's SOPs and policies.
- Take part in the overall improvements of internal processes and systems.

#### Skills

- Required : 5-10 years relevant scientific experience
- High organizational and planning skills.
- Customer oriented.
- Fluent in English and French.  
Any additional language (e.g. German) is an asset.
- Excellent verbal and written communication skills.
- Team worker and team spirit.
- Assertiveness and diplomacy.
- Excellent computer skills.
- Assets:
  - Detailed knowledge of biorepository and sampling kit activities
  - GxP experience

#### Offer

At CSM, we understand our work within the clinical trial process could not happen without our dedicated employees. That's why we are striving to provide our employees with a challenging working environment which still promotes a work-life balance. We provide competitive compensation and a complete benefits package.

If you have the desire to play your part in making a difference in the lives of patients participating in clinical trials, we want you to apply today by submitting your resume to: [HREurope@csmondemand.com](mailto:HREurope@csmondemand.com)

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*Delivering First Class Clinical Packaging Solutions*

*CSM is a global company with five sites across the U.S. and Europe dedicated to clinical trial supplies.*

*Our innovative solutions highlight our flexibility in managing our clients' clinical trials and allow us to efficiently and quickly deliver medicines to patients in need.*

*CSM is designed to be agile, which means 100% of our infrastructure is dedicated to making sure our clients' investigational medical products are packaged, labeled, and shipped on time and with the highest regard for quality.*

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