



**CHELSEA**  
THERAPEUTICS

**Job Title:** Clinical Operations Manager

**Date:** October 2010

**FLSA Exemption Status:** Exempt

**General Summary:** Reports to Senior Director for Clinical Development. Manages day-to-day progress of assigned clinical programs.

**Principle Duties & Responsibilities:**

- Responsible for the design, implementation, and delivery of complex clinical projects.
- Serves as liaison with project management, finance, quality and other personnel in order to ensure targets and requirements are met.
- Ensures that projects are completed on schedule and within budget.
- Assists in the selection of CROs
- Responsible for the day to day management of CROs.
- Interfaces with investigators.
- Provides accurate tracking of percentage of completion and other expense related information for assigned projects
- Provides required input into forecasts for assigned projects
- May assists with the drafting of clinical research protocols or other assignments consistent with small company environment

**Education and Work Experience:**

Typically requires a minimum of 3 years of relevant clinical program experience in a drug development company or CRO. A Ph.D. or other advanced degree in relevant scientific area is a plus.

**Specialized Knowledge and Skills:**

Project management and strong oral and written communication skills. Able to represent the company favorably with investigators. Familiar with laws, regulations, standards and guidance governing the conduct of clinical studies.

**Equipment and Applications:**

PCs, proficiency with Microsoft Office and MS Projects or related software.

**Work Environment and Physical Demands:**

Able to travel up to 60% of the time. General office environment. No special physical demands required.

**Disclaimer:**

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.