

**Biomapas** is a functional and full outsourcing solution provider to the global life science industry, with key expertise in Clinical Trials, Regulatory Affairs and Pharmacovigilance. With headquarters in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine, Poland, Kazakhstan and Sweden, Biomapas operations are spread over 5 continents, concentrated in Europe, Russia and former CIS region.

**Biomapas** is looking for a **Manager Clinical Operations** to join our global team and support our activities in **Russia** (position is home-based).

**Role responsibilities:**

- Management of assigned Clinical Operations staff (including administrative oversight, professional development, performance appraisals);
- Coordinate the activities and workload of the Clinical Research Associates and Clinical Trial Assistants;
- Ensure the tasks related to the implementation of the clinical research projects and the control of the implementation of the tasks;
- Organize and ensure the effective implementation of biomedical research in accordance with the prescribed standard operating procedures, instructions, Good Clinical Practice Rules, relevant regulatory requirements and written agreements with the clients;
- Prepare proposals, the scope of work and budget for clinical trials conduction, clinical trial contracts/amendments, plan a clinical trial budget, coordinate financials reports, and invoices;
- Ensure that all requirements are fulfilled operatively and in a timely manner;
- Provide business development support;
- Ensure resource availability and allocation;
- Additionally responsible for administrative tasks, to provide support for Regulatory Affairs and Pharmacovigilance employees (oversight of all Biomapas Russia employees).

**Role requirements:**

- Bachelor's or Master's Degree in Medicine, Pharmacy or Life science;
- Experience in Clinical research field at least 5 years;
- Fluent written and spoken English and Russian language;
- Experience with team/people management;
- Good coordination skills;
- Attention to detail, time-management and problem-solving skills;
- Strong organization and analytical skills.

In Biomapas, you will find a supportive work environment with a guarantee for professional and personal development, as well as a competitive salary, benefits and many more initiatives that will make your daily office life comfortable.

Please apply to [cv@biomapas.com](mailto:cv@biomapas.com)

Thank you for your attention.

**Be kindly informed that only selected candidates will be contacted.**