Clinical Supplies Manager

ARMO BioSciences is looking for a Clinical Supplies Manager who will assist with the manufacture, packaging and distribution of clinical supplies for multiple Phase 1 through Phase 3 studies conducted worldwide to ensure no interruption of patient treatment or supply to clinical sites. The Associate / Sr. Associate will work with ARMO's vendors (labeling, packaging, distribution and IVRS) to resolve issues and meet timelines and budgets. He/she will be a member of multiple project teams comprised of internal members and external contract vendors.

Responsibilities and Job Functions

- Coordinate with ARMO's clinical supply vendors to meet timelines and budgets.
- Liaise with ARMO's clinical team to understand demand.
- Forecast clinical supplies and ancillary materials and ensure they are managed within set tolerances, including visibility of all stock levels and trigger points.
- Maintain timelines and material tracking databases / spreadsheets.
- Maintains/tracks inventory of available clinical supplies, expiration dates, and tracks site shipments.
- Review and update existing procedures; identify the need for and assist in the establishment of new procedures and SOPs.
- Track and follow-up on temperature excursion documentation
- Provide ongoing support of the IVRS, including ensuring shipment accuracy and tracking, shipment strategy changes, shipment, inventory monitoring, and drug return strategy.
- Coordinate clinical label development, translation and the review and approval of clinical label proofs.
- Compile all supporting batch documentation, perform technical packaging batch record review and ensure all batch records and other supporting documents are reviewed, approved and released by QA.
- Develop or revise Standard Operating Procedures (SOPs) and guidelines related to inventory management, distribution, transportation, disposition of returned/unused materials.

Knowledge, Experience and Skills

- Prefer B.S. degree in Science (minimum).
- 2 to 3 years in clinical operations or clinical supplies, working as a member of a project team
- Understanding of pre-clinical and clinical drug development of investigational new drugs or biologics, familiarity with FDA regulations and guidelines, including cGMPs, cGLPs, and cGCPs, and requirements for INDs and NDAs/BLAs.
- Must have well-developed desktop computer skills, including Excel spreadsheet, database, graphics and project management software
- Exceptionally good interpersonal, verbal and written communication, and organizational skills
- A self-motivated team player with ability to motivate others in a team setting
- Ability to function efficiently, effectively and at times independently in a fast-paced, changing environment
- Ability to prioritize activities and formulate/implement appropriate strategies and actions to achieve Company goals

How to Apply

If you are interested in applying, please submit your resume with Clinical Supplies Manager in the subject line to careers@armobio.com

About

Being a member of the ARMO BioSciences team is a unique opportunity to make a difference in the life of patients suffering of grievous diseases. We demonstrate a strong sense of personal ownership in everything we do and as such expect honesty, integrity, passion and scientific excellence from our employees. ARMO BioSciences is an equal opportunity employer. We are committed to building a workforce that respects individual skills and diversity and commitment to teamwork. We hire outstanding people and subscribe to a rigorous, fast-paced work ethic where the science leads the business.