

Job Description

Position Title: Study Manager/Project Manager
Department: Contract Research Services / Ocular Department

Position Description

The Study Manager is responsible for management and tracking of *in-vivo* studies involving the testing of pharmaceutical compounds, biologics and devices. The Study Manager is a key member of the Absorption Systems Operations Team and functions as a liaison between the internal research scientists and account managers and our clients.

Principal Duties and Responsibilities

The Study Manager will perform, but not be limited to, the following duties and responsibilities:

- Participate in the scheduling of studies to ensure appropriate resource management.
- Ensure that all study supplies are ordered and received in a timely manner.
- Lead kick-off meetings with the Study Directors and Research Associates to ensure proper study planning.
- Primary point of contact for clients to provide scheduling details and in-study updates.
- Work with the Account Managers and Study Directors to ensure that study designs meet sponsors' needs in a scientifically sound and cost-effective manner.
- Address customer requests for information promptly and accurately.
- Follow internal processes for accurate record keeping of study designs, protocols, data, and reports.
- Preparation of study data, protocols and reports as needed.
- Perform other duties as directed by management.

Requirements:

Experience working with *in vivo* studies. Experience with typical and atypical dosing routes and sampling procedures. Must be proficient in Microsoft Office (Word, Excel, Outlook). Prior experience with preparation of Standard Operating Procedures (SOPs) and study protocols. Ability to perform duties and responsibilities with minimal supervision. Must be flexible to work varying schedules and hours as well as provide comprehensive, after-hours, and on-call coverage as needed.

Experience with ocular studies and procedures is a plus. Experience with Provantis is a plus.

Education:

- Bachelor's degree with a minimum 5 years' or a Master's degree with experience in an *in vivo* lab setting is required.
- PMP certification, and/or additional related training are highly desired.
- Experience in the technical writing of preclinical study protocols or reports will be considered a plus.

Benefits

Job Description

Absorption Systems cares about our work community and offers a variety of benefits allowing employees the opportunity to customize a benefits package that meets their personal needs. Company benefits include the following:

- Medical Insurance Plan with Employer Contribution
- Dental Insurance Plans with Employer Contribution
- Vision Insurance Plan with Employer Contribution
- Health Reimbursement Account Funded by Employer
- Healthcare & Dependent Care Flexible Spending Accounts
- Employee Life and AD&D Insurance 100% Employer Paid
- Voluntary Life/AD&D Insurance for Employee, Spouse & Child(ren)
- Short- & Long-Term Disability 100% Employer Paid
- 401k
- EAP

About Absorption Systems, a Pharmaron Company

Absorption Systems, founded in 1996, assists pharmaceutical and medical device companies in identifying and overcoming ADMET (Absorption, Distribution, Metabolism, Excretion and Toxicity) barriers in the development of drugs, biologics and medical devices. Additionally, Absorption Systems goes deep into each of those areas, offering *in vitro*, *in situ* and *in vivo* models to assess the properties in question. The company's mission is to continually develop innovative research tools that can be used to accurately predict human outcomes or to explain unanticipated human outcomes when they occur. The CellPort Technologies platform, a suite of human cell-based test systems for drug transporter characterization, exemplifies Absorption Systems' commitment to innovation and is soon to be an industry assay standard for *in vitro* drug interaction assessment. Absorption Systems has facilities in Exton, PA, San Diego, CA, and Boston, MA to serve customers throughout the world.

Alongside of our enthusiasm for science and research, we have a passion to see each and every one of our employees grow and succeed both personally and professionally. We encourage our employees to continually enhance their ability to contribute to the success of the organization and advance their careers. Absorption Systems is committed to creating an environment where individuals are encouraged to grow and work in collaboration with each other while being passionate about innovation. The professional culture of our organization is a goal-oriented environment full of internally driven and motivated professionals. Our company is unique in the fact that there is freedom for autonomy to execute and the ability for each employee to grow in directions that align their individual aspirations with company growth.

Please visit <http://www.absorption.com> to learn more.

Absorption Systems is proud to be an Equal Employment Opportunity and Affirmative Action employer.