

Title: Clinical Supplies Coordinator

Department: CMC

Position Summary

The primary objective of the Clinical Supply Coordinator position will be to provide support for the management of study specific inventory and logistic activities. This position requires an organized, detail oriented professional who has the ability to manage multiple tasks. This office based role will report to the Director, Clinical Supplies.

Responsibilities

- Support depot to depot transfers, site shipments, country specific import documentation requirements, site specific documentation requests, temperature excursions and general queries
- Support study close out activities including returned goods, lot reconciliation, accountability and destruction of investigational product
- Collaborate with study team and vendors to assure activities are properly documented
- Review and track material allocations against country specific Regulatory filings
- Support filing and archiving of GxP documentation related to Clinical Supplies
- Other responsibilities as required

Minimum Qualifications

- Bachelor's Degree in supply chain management, science or business; a combination of relevant education and applicable job experience may be considered.
- Experience in clinical supply, materials management, Quality Assurance, Clinical Operations within the pharmaceutical industry
- Familiarity with GMP and GCP regulations
- Ability to organize and assimilate data/information
- Ability to establish and meet multiple concurrent priorities and deadlines
- Strong written and verbal communication skills

Preferred Qualifications

- Previous experience with clinical supply chain / materials management.
- Previous experience with Interactive Response Technology (IRT) systems.

The content of this position description provides a summary of the general nature of the job and may include other duties as assumed or assigned. The Company reserves the right to change this description at any time and require the employee to perform other tasks as required due to business needs.

Cidara Therapeutics is an EEO/AA/Disability/Vets Employer and an E-Verify Company