



Position: Sr. CRA Manager

Reports to: VP, Clinical Operations

Location: Brisbane, CA

Specific Responsibilities:

- Involvement in interview and selection of regional contract CRAs and headcount CRAs for Aimmine clinical trials
- Induction and training of new CRAs and mentoring / coaching of CRAs, as needed
- Line management of CRA(s)
- Direct oversight of all CRA activities including training, performance evaluations and CRA transition plans
- Conduct co-monitoring activities to provide oversight of CRA performance
- Perform study visits (feasibility, PSSV, SIV, IMV, Close-Out) if required, to act as back-up for CRAs
- Assist in audit preparation activities
- Assist with the creation of project specific documents and tools e.g., Monitoring Guidelines and Conventions, Meeting materials/ manuals, tracking spreadsheets/databases, training tools/materials, etc.
- Maintain timely and effective communication among CRAs and study team
- Keeps CPM and management apprised of CRA or study issues, seek guidance as appropriate
- Work with CPM and management to determine study requirements, resource and capabilities
- Support CPMs as required (e.g. tracking study metrics, sample management, supplies, etc.) and evaluating CRA performance
- Other duties and assignments as required for the overall success of studies. Duties may change based on business need and the current status of clinical programs

Qualifications / Requirements:

- Full time Brisbane, CA-based position
- Previous line management experience required
- Excellent verbal and written communication skills
- Excellent organizational, time management, decision making, customer service, and interpersonal skills
- Good command of written and spoken English language
- Ability to travel (up to 50%)

Preferred Experience, Special Skills, Knowledge:

- BS/BA, RN, or equivalent with at least 2 years' experience as CRA Manager and 7 years' clinical trial monitoring / clinical trial management experience in accordance with CFR, GCP and ICH Guidelines, proficiency with Microsoft Office (Excel, Word, PPT, etc.)

About Aimmune Therapeutics, Inc.

Aimmune Therapeutics is a clinical-stage biopharmaceutical company founded to address the unmet medical need in food allergy, which currently has no approved treatments. Our mission is to improve the lives of people with food allergies, based on our proprietary desensitization treatments in development. Aimmune's lead investigational drug for peanut allergy, AR101, is in Phase 3 clinical testing in North America and Europe. Headquartered in the heart of San Francisco's biotechnology hub, Brisbane, California, Aimmune has additional offices in the Kings Cross area of London, and in Raleigh, North Carolina.

Qualified candidates should forward a resume and cover letter, including a statement of interest, availability, and experience to Human Resources (careers@aimmune.com) with the job title in the subject line.

Aimmune Therapeutics is an Equal Opportunity Employer.

Principals only; no recruiters please.