



Position Summary: Director of Clinical Operations

Reports to: Chief Medical Officer, BioPorto Diagnostics Inc.

Facilitates and develops relationships with the medical/scientific community by communicating product-concept and disease-related information to investigators and institutions. Provides information on research developments and changes in standards of care and medical treatment, giving perspective to activities associated with new product development. Plays a key role in project management and either manages the clinical trials directly or works with a clinical research organization for studies.

Specialized and in-depth comprehensive knowledge and experience in a particular field, or business area. Duties are varied and complex often involving research, analysis and solution development. Provides direction on issues of area of expertise and assists leadership in setting strategic direction for trials. Leads the experimental design for the trials and liaises with key opinion leaders for the experimental design. Requires the regular use of originality and ingenuity. Employs positive motivation techniques in supporting clinical trial sites to hit their enrollment objectives. Possesses and applies a broad knowledge of principles, practices and procedures of field. Is generally assigned more complex and difficult assignments that are broad in nature. Typically works with greater discretion and latitude. As the teams grows and develops, recruits and trains personnel for support for the trials. Determines when to in-source or outsource the trials and responsible for the trial budgets.

Responsible for maintaining and continuously improving the quality system and achieving quality objectives through daily actions. Responsible for appropriate and accurate documentation of activities.

Knowledge/Skills/Attributes

- Bachelor's degree minimum requirement and 10+ years previous related medical/scientific/clinical experience
- Ability to develop and maintain collegial relationships predominantly with specialists and generalists within respective fields, as well as nurses and other hospital professionals
- Ability to lead, direct, influence and empower multi-discipline teams and individuals
- Ability to successfully interface with senior management (within and external to company)
- Collaborative – superior ability to engage the right people to produce the best results
- Capacity to manage conflict

- Superior oral communication skills, ability to tailor messages to different audiences while presenting complex material in a clear and consistent manner
- Excellent written communication skills
- Ability to prioritize work
- Strong analytical and problem-solving skills; Strong judgment and decision-making skills
- Ability to think strategically
- Ability to develop and maintain deep relationships with thought leaders and healthcare professionals
- Ability to analyze data and trends and summarize for purposes of FDA submission
- Excellent project management skills
- Proficient in Microsoft Office including Word, Excel, Power Point and Customer Relationship Management Systems (CRM), specifically Salesforce.

Travel

Home office based. Ability and desire to travel on a frequent basis (typically this is 75%; during times of pandemic this may be less) and with short or minimal notice. This may include weekend and evening hours.

Work Environment/Expected Hours

Professionalism and the ability to represent in office, hospital, and business locations, including familiarity with appropriate safety and credentialing, is expected in this job role.

This is a full-time position.

EEO Statement

BioPorto is an equal opportunity employer. All qualified applications will receive consideration for employment without regard to sex, sexual orientation, gender identity or expression, race, color, religion, national origin, ancestry, genetic information, citizenship, age, disability, pregnancy, genetics, veteran status, or any other protected status under applicable federal, state, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.