

## **ABOUT MAXIS:**

MAXIS is a strategic and operational boutique consultancy in clinical market development for medical device companies. We aim to deliver world class services to our clients, resulting in successful pre-clinical development, first-in-man, CE mark and post-market studies.

We are working with clients from the Americas, Europe, and Asia. We provide an international flair on a daily basis with a local benefit structure and additional generous perks. MAXIS is growing rapidly, which provides plenty of room to grow for all employees.

## **ROLE SUMMARY:**

The Operations Manager handles clinical project management tasks and activities required to execute MAXIS client projects. This includes, but is not limited to, allocating correct resources to a diverse set of clinical research projects, monitor project and customer activity against project goals, or guaranteeing that MAXIS' standard operating procedures are followed correctly by all involved stakeholders. This position reports to the Director of Operations.

This person joins and fosters a cheerful atmosphere of cooperation and efficiency between international locations at MAXIS.

## **Detailed Duties and Responsibilities:**

- Manage and implement MAXIS Projects as assigned and ensure that all activities are implemented to plan or plan is modified.
- Supervise project tracking activities and updating of tools on weekly or timely basis, such as Patient Trackers, Investigator Matrix, Study Trackers, Site Reimbursement Trackers, and other project management tools.
- Work with Field Service Managers to support client and field visits related to project. Ensure that client expectations are met or modified with support of team members.
- Work with the Director of Operations, Vice President, Regulatory, Legal and Quality and Director of Regulatory to create and develop regulatory submissions, including translation management and production of regulatory submission documents.
- Support Client meetings and weekly updates as assigned to report project activity and respond to client requests and concerns.
- Work with MAXIS Team members to produce study materials and documents.
- Suggest and create new systems and procedures to improve team functions and implement them following review with the management team.
- Master current Standard Operating Procedures (SOPs) and make suggestions for improvement and ensure that team members appropriately follow company procedures in both Europe and the US.
- Respond to general inquiries from associates and vendors in a timely manner.
- Assist with all other tasks and activities as assigned.

## **Needed Qualifications:**

- Minimum of bachelor's degree, preferably advance degree(s).
- Written and verbal fluency in English and German.
- Experience in managing and interacting with international clients and meeting project expectations and deadlines effectively.
- Experience in supervising administrative functions in an international office environment.
- Experience with internet/cloud-based study management tools (EDC, eTMF, etc.) desirable.