

## Clinical Project Coordinator Memphis, TN/ On Site - US

### About MLM Medical Labs

MLM Medical Labs is a leading specialty and central laboratory with comprehensive research services and laboratory capabilities in Europe and North America. Offering standard and fully customizable analytical and logistics services across a variety of therapeutic areas, we add value at every stage of the drug development process, from nonclinical and preclinical through phase IV clinical trials.

The international team of over 150 highly skilled and experienced persons supports 300+ studies, at any given time. With our labs located in Minneapolis MN, Memphis TN, USA and Mönchengladbach, Germany we work on intercontinental projects.

### The position

We are looking for a **Clinical Project Coordinator (full time)** to work in our office in Memphis, TN (US).

As a part of the Project Management team at MLM, the Clinical Project Coordinator supports customer projects to deliver on-time and according to the project plan. Clinical Project Managers coordinate and communicate internally and externally.

### Your responsibilities

- Act as the primary point of contact with external customers (sponsor companies or CROs).
- Understand the study protocol and the corresponding scope of work and monitor progress towards project milestones.
- Work closely with internal scientific staff to track project requirements and progress and communicate with the customer on a regular basis.
- Keep track of time and materials spent on project to monitor against the budget and track project profitability. Coordinate and communicate changes in project scope if needed.
- Ensure project required materials are ordered and available for each project.
- Act as a point of contact with investigator sites to coordinate/monitor shipments of samples.

## Required qualifications

- Bachelor's Degree in science
- Minimum of 2-3 years Project Management experience
- Excellent attention to detail, strong planning, and problem-solving skills
- Strong organizational and time management skills
- Excellent listening and verbal comprehension skills.
- Comfortable communicating directly with customers.
- Ability to adhere to established timelines and work in a regulated environment
- Customer service mentality

## Bonus qualifications

- Experience in Life Sciences or laboratory services
- Understanding of Good Laboratory Practices (GLP)