



Immunic Therapeutics is a dynamic biotechnology company with a pipeline of selective, orally available immunology therapies for the treatment of chronic inflammatory and autoimmune diseases. Currently, three small molecule product candidates are in various stages of clinical development. For more information, please visit: [www.imux.com](http://www.imux.com).

We are looking for a

## Manager, Clinical Vendor Management (m/f/x)

The Manager, Clinical Vendor Management is member of the Clinical Development Operations team reporting to the VP, Program Management and CDO. This position supports the clinical development operations team to provide oversight of the end to end vendor management process for clinical development operations vendors including (CROs, Central Labs, Speciality Labs, IxRS, EDC, ePROs etc). This role is responsible for driving process improvements and governance of key clinical development operations vendors. Additionally, the role provides operational qualification expertise and drives the external collaboration contracting activities.

This position will primarily be responsible for the following activities;

- Coordination of vendor qualification activities and ensure that appropriate cross functional review has occurred.
- Drives contracting process including but not limited to purchase order creation/submission/documentation, contract drafting, coordination with the business on scope and/or verifying requirements of the business, negotiating with the external party on legal language, ensuring adherence to master pricing/fair market value, contract execution and contract filing in Immunic's contract repository JIRA. Ensures Timely escalation of issues as required for efficient resolution.
- Provides status of contracts to clinical study teams and VP CDO. Maintains trackers which include status of deliverables and metrics data. Ensure contracting documentation, contracts and trackers are always kept in an audit ready state
- Fulfills vendor ambassador role for key clinical vendors and implement vendor management strategy and governance activities.
- Own internal functional processes and templates in vendor management area and implement planned process improvements as needed.
- Liaise with other functions outside clinical development operations, medical,finance, legal as needed.

### Qualifications

- A minimum of 3 years in a contract's analyst role
- A minimum 1 year working in the biotech, medical device and/or pharmaceutical industry
- Risk management, mitigation and problem-solving
- Familiarity with GCP, GLP and financial compliance
- Proven negotiation and organizational skills are required
- Excellent written and oral communication skills
- Proven ability to multi-task and thrive in a fast-paced environment
- Works and meets deadlines while being detailed oriented
- Self-motivator
- Dedication to quality in all work tasks and deliverables
- Ability to work effectively in cross-functional and global clinical study teams



**What you can expect:**

- A permanent full time position with attractive pay in an international, highly motivated and collegial team
- Full office, hybrid or full home-based is being considered
- A dynamic, flexible, open and multi-cultural working environment
- Participation in our company's success through our stock option program
- An innovative, fast growing company

We are a passionate and ambitious team that loves to work together. Immunic is an exciting place for fresh ideas – apply now and become part of our international team!

Please send your meaningful application specifying your salary expectations as well as the earliest possible starting date by email to Erika von der Decken: [jobs@imux.com](mailto:jobs@imux.com).

