

E recruitment@bappharma.com

## Clinical Project Manager – Packaging & Labelling

**Location:** Höchstädt an der Donau, Bavaria, Germany  
**Salary:** Competitive base salary + performance-based bonus  
**Ref:** BAPCPMGMBH  
**Hours:** Full Time  
**Contract Type:** Permanent  
**Experience Level:** Experienced (non-manager)

### Our Company

BAP Pharma are the fastest-growing, independently owned clinical trial supply organisation, with specialist divisions in comparator sourcing, secondary packaging & labelling and medicines access. Our story is one of incredible growth and success, with steady expansion in operations and global presence.

We are a global leader in the clinical trial supply industry, through our expertise, innovation and dedication to providing exceptional value and unrivalled customer service.

We are a team of dedicated professionals, with an open, honest and respectful culture and passion for delivering on our promises to each other and our customers.

We are now looking for individuals who are devoted to providing high quality customer service and helping the business continue its growth. Our people are our greatest asset – our future is exciting, come join us.

### Job Description

BAP Pharma have an amazing opportunity for a Clinical Project Manager to join our busy and growing team. This position is responsible for working with clients to ensure the timely provision of clinical trial supplies by interpretation of study protocol specifications and utilisation of materials and procedures that meet study requirements.

### Responsibilities

- Engages with clients to discuss the initial study packaging and labelling designs, resupplies and overall packaging strategy.
- Interacts with the business development team during the proposal writing phase for study design and specifications.
- Collaborates with the Project Associate in the preparation of preliminary layout drawings and packaging samples in compliance with the study protocol.
- Engages directly with clients to determine the specific requirements for each packaging operation.
- Responsible for checking calculations, appropriateness of components, correctness of proportions and other details to ensure accuracy.
- Responsible for creating material specifications for all incoming products.
- Oversees the sourcing of translations for label text, if required by the client.
- Manages the sourcing of booklet labels, if required by the client.

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- Directs the label text approval process, including the creation of text within BAP Pharma's label printing system and ensuring that clients have approved all necessary text approvals.
- Works with the Operations team in the randomisation approval process, including the outsourcing of randomisation codes for use in BAP Pharma's labelling system and ensuring that clients have approved all the necessary randomisations.
- Performs the batch record creation process, including the creation of packaging samples.
- Initiates and develops all new card designs.
- Liaises with Operations and Quality Assurance representatives to further define requirements for packaging activities.
- Acts as a liaison between the clients and all internal departments for the requisition of any required documentation (i.e. MSDS, Certificates of Analysis, Client Authorisation)
- Acquires materials for use in clinical studies, including cartons, labels, blister cards, bottles, closures, foil, film, comparator products etc.
- Collaborates with all departments to meet client timelines and coordinates activities between internal departments and clients.
- Communicates with external suppliers regarding sub-contracted services.
- Responsible for the final sign-off on the destruction of clinical labels.
- Responsible for the final sign-off on the disposition of any bulk or finished goods.
- Participates in client and/or MHRA audits, as required.

## Requirements

- Relevant diploma or equivalent.
- Must be fluent in English with excellent written and verbal communication skills.
- German language skills as essential.
- Excellent knowledge of all SOPs related to packaging and labelling.
- Familiarity with the pharmaceutical industry.
- Knowledge of EU cGMPs and GDP.
- Experience of working independently and in a team-oriented, collaborative environment is essential.
- Must work well with all staff by being persuasive, encouraging and motivating.
- Able to deal with changing priorities, demands and timelines through analytical and problem-solving capabilities.
- Present relevant material internally and externally, lead meetings and participate in training sessions.
- Must be able to learn, understand and apply new technologies.
- Ability to effectively prioritise and execute tasks in a high-pressure environment competencies.
- Excellent numeracy skills.
- Strong computer literacy skills.
- Interpersonal awareness and sensitivity.
- Results focussed.
- Attention to detail and thoroughness.
- Flexibility and adaptability.
- Maintain high standards of quality.

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## Conditions

This role reports to the Managing Director. Additional hours may be required from time to time to meet project deadlines. You must have the ability to work under own initiative and as part of a team. BAP Pharma are proud to state we have a diverse range of employees, from different cultures and backgrounds and are committed to diversity and inclusion.

You can apply to this role through the BAP Careers Portal [here](#).