Viveve Medical, Inc. a medical technology company focused on women's intimate health is seeking an experienced associate clinical affairs program manager to assist the team with the execution of a multicenter clinical study.

The Associate Clinical Affairs Program Manager will provide clinical research study expertise and support including:

- Identify skilled and appropriate study investigators.
- Monitor progress throughout the study.
- Oversee day-to-day operations of the study.
- Anticipate and solve issues that arise during the course of a clinical study.
- Assist with designing study materials and coordinating TMFs.
- Provide clinicians instructions in support of conducting a clinical study.
- Collection and authentication of data collection forms.
- Write reports and review of CSR and study sub-reports.
- Develop and manage study budgets and maintain them within financial goals.
- Assist clinical affairs team in execution of data generating projects, including focused analysis of existing datasets and medical team generated clinical research.
- Support company goals and objectives, policies and procedures, Good Clinical Practices, and FDA/MDD regulations.

Skills/Qualifications/Competencies:

- BS in Science or healthcare field required, MS preferred.
- Minimum of 3 years clinical trial related experience in the medical device or pharmaceutical industry.
- Ability to assist with managing the clinical trial remotely including multiple site locations.
- Manage all projects while balancing company risk at each step.
- Strong verbal and written communication skills and interpersonal skills.
- Strong attention to detail, ability to work within the quality management system and with all levels of the CRO.

Salary range: $75,000 - $85,000
Viveve, Inc. is an equal opportunity employer.