Position:

Clinical Trial Associate/ Senior Clinical Trial Associate

About the Company:

Dren Bio (the "Company") is a privately held, clinical stage biopharmaceutical company focused on developing therapeutic antibodies for the treatment of cancer, autoimmune and other serious diseases. The Company's management team and scientific advisors have profound expertise covering the discovery and development of engineered antibodies designed to selectively target and deplete pathological cells. Dren Bio's pipeline is currently comprised of two distinct drug discovery programs. The Company's first program surrounds DR-01, its lead product candidate, which induces antibody-mediated killing of a cell type that is responsible for a multitude of hematologic malignancies and plays a key role in various autoimmune diseases. The Company's second program surrounds its Targeted Myeloid Engager and Phagocytosis Platform, a proprietary bispecific antibody-based technology that provides a novel mechanism of action to selectively engage myeloid cells for (1) targeted depletion of pathologic cells and other disease-inducing agents and (2) inducing localized immunostimulation. The engagement of antigen presenting cells has the potential to elicit a sustained, durable response.

Function:

Clinical

Level:

Associate/ Senior Associate

Location:

Foster City, CA (remote candidates may be considered)

Reporting Manager:

Associate Director of Clinical Operations

About the Opportunity:

The Clinical Trial Associate is responsible for providing administrative support to the Clinical Operations team under the supervision of assigned Clinical Trial Manager(s).

Role and Responsibilities:

- Supports the Clinical Operations team under the supervision of assigned Clinical Trial Manager(s).
- Onboarding and training on SOPs, project-specific plans, study portals, and vendor operations.
- Creation and maintenance of tracking tools for clinical study operations and performance metrics (e.g., start-up requirements, regulatory documents, IRB submissions and approvals, site contact information, site user system accounts and access, central imaging requirements and submissions, EDC metrics, lab supplies, central lab samples, enrollment, subject visit and status, FAQ, decision, study document versioning, etc.)
- Assist with creation, updates, and maintenance of site-facing study documents and study tools (e.g., manuals, regulatory templates, reporting forms, training materials, cheat sheets, etc.)
- Assist with collecting and tracking study and site metrics and maintaining study trackers. Utilize information collected to report to team
- Update and maintain study document portal and site access to study document folder and materials.
- Manage all site start-up activities from CDA and feasibility questionnaire through site activation by working directly with site staff and Dren Bio CRAs to support and drive start-up and enrollment goals and timelines.

- Communicate and present site start-up status and updates to Clinical Operations team and other relevant functional groups during study team meetings.
- Contact clinical trial sites, CROs, vendors, and other collaborative partners as required. Acts as a point of contact between team members, vendors and study sites to assist with study conduct escalating to the team as necessary.
- Perform administrative tasks to support clinical project
- Works with the team to maintain the Trial Master File (TMF) and ensure it is current.
- Participates in meetings and conference calls with internal project teams and external partners.
- Assist with vendor management
- Assist with developing strong site relationships
- Demonstrates interest in improving existing processes, communicating potential areas of inefficiencies to team members and contributes to or initiates process change
- Up to 10% travel may be required.

Education, Experience and Qualification Requirements:

- Bachelor's degree preferred, high school diploma or equivalent required
- Must have at least 1-2 years of experience in clinical research, preferably in oncology.
- Excellent verbal, written communication skills, and interpersonal skills are required.
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat.
- Experience with EDC, IRT, TMF, and CTMS systems.
- Knowledge of FDA and/or EMEA Regulations, ICH Guidelines, and GCPs governing clinical trial conduct.
- Knowledge of drug development process

Core Competencies, Knowledge and Skill Requirements:

- A highly motivated self-starter
- Detail oriented with strong organizational and time management skills
- Independent thinker with ability to work independently as well as in a team
- Ability to use resources to problem solve, uses judgement to escalate as necessary
- Ability to work under pressure and timeline constraints
- Manages change with a positive approach to self, team and the business
- A mature and self-assured team player who will work well with other functional areas and can effectively interact with individuals at all levels of the organization and develop cohesive relationships with the team
- Ability to manage multiple competing priorities, being able to rapidly gather, assimilate and disseminate information on critical project components and milestones, and to translate to internal or external staff assigned to projects
- Attention to detail with ability to manage technical/scientific aspects
- Ability to work in an environment of remote collaborators
- Patient centric philosophy towards research

Salaries, Benefits and Other Employee Perks:

Dren Bio strongly believes in investing in, and rewarding, its employees. This philosophy is embodied in the Company's total rewards program, which includes competitive cash compensation, equity incentive awards, and employer sponsored benefit offerings. The base pay range for this position at commencement of employment is expected to be between $90,000 and $110,000 per year. At Dren Bio, pay ranges are determined by role, level(s), and location. The range displayed in this job posting reflects the minimum and maximum new hire pay for candidates located across all United States job markets. Within the range, individual pay will be determined by work location and additional factors, including job-related skills, experience, and relevant education or training. During

the hiring process, Dren Bio's Human Resources department can share more about the specific pay range based on the market location of the candidate.

Employment Practices:

Dren Bio is an equal opportunity employer. Employment decisions are based on merit and business needs. Dren Bio will not discriminate against any job applicant because of race, color, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, gender identity, medical condition, pregnancy, marital status, veteran status, or any other characteristic protected by federal, state or local law.

Interested Applicants:

Please send resume and cover letter to careers@drenbio.com