

**Position:****Senior Clinical Operations Administrator****About the Company:**

Dren Bio is a privately held, clinical-stage biopharmaceutical company pioneering the discovery and development of first-in-class antibody therapeutics for the treatment of cancer, autoimmune disorders, and other serious diseases. Leveraging our wholly owned technologies, we have built a robust R&D pipeline, including two clinical-stage candidates currently being evaluated across multiple ongoing clinical studies. Our lead clinical candidate, dibotatug, is designed to induce antibody-mediated killing of a specific cell type implicated in a range of oncology and autoimmune indications. In addition, we have launched multiple programs from our proprietary Targeted Myeloid Engager and Phagocytosis Platform, a multispecific antibody-based technology engineered to selectively engage a novel phagocytic receptor expressed on myeloid cells (antigen presenting cells) for the targeted depletion of pathologic cells and other disease-causing agents. Data generated using the platform support its broad therapeutic potential, including initial programs focused on oncology, immunology, and neurology. Importantly, multispecific antibodies generated from the platform are specially designed to activate phagocytic mechanisms only in the presence of disease targets, potentially offering a superior safety profile compared to other immunomodulatory therapies. For more information, please visit our website at [www.drenbio.com](http://www.drenbio.com).

**Function:**

Clinical Operations

**Level:**

Senior Administrator

**Location:**

Foster City, CA (remote candidates may be considered)

**Reporting Manager:**

Manager, Clinical Vendor Management

**About the Opportunity:**

Supports the Dren Bio Clinical Operations team by providing clinical operations assistance and documentation support for clinical studies. The position requires a highly motivated individual to work collaboratively in a cross-functional team environment. This individual will play a key role in ensuring excellence in a fast-paced, start-up environment. Responsibilities will include support of Clinical Operations systems and processes from study start-up through study closure in support of trial objectives, regulatory submissions, inspections and corporate goals. This position reports to the Manager, Clinical Vendor Management. This position can be remote based but will require periodic travel to our California headquarters.

**Role and Responsibilities:**

- Clinical Site Billing
  - Generate site activity statements for completed visits
  - Create/update documents tracking all site payments
  - Reconcile any errors in billing
  - Maintain master files over site budgets
- Contracts Management
  - Manage contract flow and legal review process with sites
  - Organize, reconcile, and maintain executed contracts
- Budget Negotiations
  - Negotiate budgets with sites across all studies.

- Assist in building-out of budget grids for each study and respective amendments.
- Invoicing
  - Review and approve site invoices
  - Resolve invoicing issues
- Purchase Orders
  - Generate and maintain site clinical purchase orders
  - Assist with generating and maintaining vendor clinical purchase orders
- Site Cost Analysis
  - Maintain site cost analysis trackers across all studies
- Site Startup Activities
  - Assist with initial outreach, CDAs, and feasibility questionnaires for potential clinical research sites
- EDC/Travel Concierge Systems
  - Assist with EDC and travel systems across studies
- Meeting Coordination and Planning
  - Help organize investigator meetings
  - Organize other study related meetings (DSMB, Advisory Board, etc.)
  - Assist with other departmental meetings
- TMF filing support
- Participate in weekly study team meetings
- Participate in occasional on-site meetings at Headquarters in California
- Work with other clinical team members as needed on various tasks

**Education, Experience and Qualification Requirements:**

- Bachelors degree, preferably in Life Sciences or Business
- 2+ years experience in healthcare, specifically within Clinical Operations

**Core Competencies, Knowledge and Skill Requirements:**

- Excellent verbal and written communication skills as well as interpersonal and organizational skills
- Proficiency in MS Office applications
- Self-sufficient and able to work with minimal oversight.
- Demonstrated skill at effectively communicating department or area issues and results within and across functional areas and conducting presentations of technical information concerning specific projects or timelines. Able to earn and foster cooperation with and of others.
- Proven skill at effectively leading a cooperative team effort and organizing resources to achieve team goals. Able to make and prioritize process and resource decisions based on overall team needs.
- Willingness and ability to travel as required.

**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 \$80,000 and \$100,000 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](mailto:careers@drenbio.com)