

Company Overview

Esperion is a small company doing big things. Our innovative team of lipid management experts are committed to leveraging our understanding of cholesterol biosynthesis to develop innovative therapies for the treatment of patients with elevated low-density lipoprotein (LDL-C). At Esperion we are passionately committed to bringing complementary therapies to the hypercholesterolemia space that address unmet patient needs in a way that is “patient-friendly, physician-friendly and payer-friendly.”

Esperion’s corporate headquarters are located in Ann Arbor, MI. The Company offers a competitive salary including a performance-based bonus program and stock-based compensation, a comprehensive benefits package including a 401(k) matching plan and health insurance, and paid time off and holidays.

Position Title: Clinical Operations Information Specialist

The Clinical Operations Information Specialist is a member of the Clinical Operations Department and will support various clinical program activities at Esperion. This position will interact with the Esperion Data Protection Officer and will assist in the overall data privacy activities at Esperion. Additional duties are to assist in vendor oversight activities.

Preferred Location: Ann Arbor, MI

Essential Duties and Responsibilities*

- Act as the main point person for data protection activities. Maintain up to date on regulation across the foreign entities in which Esperion is active in.
- Liaison for Esperion to the Data Protection Officer and European Union Representative
- Conduct analyses of contracts from contract research organizations (CROs) to ensure quality control.
- Provide basic data analyses of metrics in support of clinical protocols.
- Develop tools to aid the clinical operations team in the consistent tracking and reporting of study progress.
- Create presentations and other resource documents or images to help maintain information flow to internal stake holders.
- Support development and implementation of Clinical Operation’s goals and objectives.
- Help ensure and monitor vendor activities meet statement of work expectations across the Clinical Operations.
- Other tasks as assigned may be in support of clinical development, regulatory affairs, project management, and finance departments, as needed.

**additional duties and responsibilities not listed here may be required*

Qualifications (Education & Experience)

- Bachelor's degree required. Basic Sciences, Pre Law or Public Policy.
- 1-5 years of previous work experience. Regulatory preferred
- Knowledge of the regulatory environment pertaining to data privacy
- Knowledge of GDPR, Privacy Shield requirements a plus
- Basic data analysis skills.
- Ability to interpret regulations and apply them and initiate new internal policies/SOPs as required.
- Ability to manage multiple tasks while maintaining organization and timely completion of assignments.
- High standard of excellence in attention to details, deadlines, policies and procedures
- Demonstrated proficiency with computers, specifically Microsoft office suite (Word, Excel, and PowerPoint).
- Strong interpersonal skills with the ability to work with various department functions.
- Ability to communicate effectively in both oral and written form.
- Ability to handle a number of high priority projects simultaneously and effectively.

Notice to Agency and Search Firm Representatives: *Esperion Therapeutics is not accepting unsolicited assistance from agencies and/or search firms for any job posted on this or a referring site. Please, no phone calls or emails. All resumes submitted by an agency and/or search firm to any employee at Esperion via email, the internet, or in any other form and/or method without a valid written agreement in place will be deemed the sole property of Esperion. No fees will be paid in the event that a candidate is hired by Esperion as a result of an unsolicited agency and/or search firm referral.*

All qualified applicants are requested to submit a cover letter and CV via email to hr@esperion.com.