

SITE PAYMENTS ASSOCIATE

Sofia 115G Tsarigradsko Shosse - Sofia - BG

JOB DESCRIPTION

We are vital links between an idea for a new medicine and the people who need it. We are the people of PPD — thousands of employees in locations worldwide connected by tenacity and passion for our purpose: to improve health. You will be joining a truly collaborative and winning culture as we strive to bend the time and cost curve of delivering life-saving therapies to patients.

PPD Bulgaria is giving you the opportunity to join the core business structures of the company on the position of Site Payments Associate. This role is part of the global Site Payments team, which is dedicated to the processing of the Investigator Payments. As a Site Payments Associate, you will be dealing with one of the most challenging periods in the life-cycle of a clinical trial which is crucial part of our business operations and is a vital function within the Global Clinical Development group. By joining our diverse and dynamic team of professionals, you will have the opportunity to support PPD's key projects and gain insight on how the payment processes is executed within the clinical trial business.

The main responsibilities include, but are not limited to:

- Processing of investigator payments with strict adherence to contractual guidelines, country regulations and procedures. Overall responsibility to drive the payment generation process includes but are not limited to:
- Site Study Budget entry;
- Compile data from multiple sources to generate site payments based on completed patient activities and contracted milestones, as well as related pass throughs;
- Reviewing and processing of site invoices where required;
- Respond to and resolve payment-related issues and findings.
- Exhibit good financial stewardship in management of funds, investigator payments and project finances.
- Build and manage relationships with study sites and study teams.

Job Qualification

Requirements

Education and Experience:

- Bachelor's degree or higher and experience in international corporate environment preferably with payments processing
- Fluency in English (verbal and written)
- Strong written & verbal communication skills; conflict resolution skills
- Self-organized person able to make decisions about daily tasks and priorities
- Ability to multitask and meet changing project needs whilst working in a fast-paced global environment
- Results driven with strong attention to details and ability to analyze project specific data
- IT literacy: MS Office, Clinical Trial Management Systems (CTMS), Financial Systems, etc.
- Good technical skills and ability to quickly learn new software

What we offer:

At PPD we hire the best, develop ourselves and each other, and recognise the power of being one team. We understand that you will want to grow both professionally and personally throughout your career, and therefore at PPD you will benefit from an award-winning learning and development programme, ensuring you reach your potential.

As well as being rewarded a competitive salary, we have an extensive benefits package based around the health and well-being of our employees. We have a flexible working culture, where PPD truly value a work-life balance. We've grown sustainably year on year but continue to offer a collaborative environment, with teams of colleagues eager to share expertise and have fun together. We are a global organisation but with a local feel.

- We have a strong will to win - We earn our customer's trust - We are gamechangers - We do the right thing -We are one PPD -

If you resonate with our five principles above, and ultimately wish to accelerate the delivery of safe and effective therapeutics for some of the world's most urgent health needs, then please submit your application – we'd love to hear from you.

Please note that due to the high volume of applications, only short-listed candidates will be contacted.

PPD is an equal employer.

HOW TO APPLY: Please submit your CV in English at https://careers.ppd.com/jobdetails/ppd_external/154261?searchable=%5B%5D§ion=ppd_external

Contact Person: Sofia Gencheva
E-mail: sofia.gencheva@ppd.com

#LI-SG1

Diversity Statement

PPD is proud to be an affirmative action employer that values diversity as a strength and fosters an environment of mutual respect. PPD is committed to providing equal employment opportunities without regard to age, race, color, pregnancy, national origin, religion, sex, gender identity, sexual orientation, disability, veteran status or status within any other protected group.

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ID

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Organization

Site Payments

Location

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