



Job Title: Project Manager
Job Type: Full-time, Exempt
Position Reports to: Senior Project Manager, Project Management

Summary

The project manager will be responsible for managing several simultaneous biomanufacturing service projects. This person will be the primary contact and interface with the customer and will manage timelines and work with department managers to manage resources and information required for successful completion of projects.

Essential Functions

- Work with prospective customers and Xcellerex Business Development to establish a contract and timeline.
- Run regular client teleconference and generates minutes and agendas. Records key decisions of the team.
- Organize and manages shared work spaces.
- Facilitate communication externally (with client) and internally (within company).
- With input from technical personnel, oversee bill of materials assembly and materials purchasing for the project.
- Coordinate assembly of a process flow diagram or process description, working with technical personnel.
- Maintain updated, resource-loaded timeline for project.
- Work with department managers to assure that work adheres to timeline.
- Tracks actual vs. planned hours spent on project.
- Notify Finance of milestones reached for invoicing purposes.
- Assure that Xcellerex complies with the contract and stays within the scope of work.
- Generate change notices for work desired outside the established scope of work.
- Coordinate scheduling of facilities and key equipment with other PMs.
- Participate in continuous improvement of Project Management function.
- Provide general logistical and problem solving support.

Knowledge, skills and abilities

Proficiency in MS Project, highly organized, excellent verbal and written communication skills, demonstrated ability to work in a team environment in a matrix management role. Strong understanding of biopharmaceutical process development and manufacturing highly desirable. Familiarity with accounting beneficial.

Supervisory responsibilities

This position will not have any direct reports initially.

Working conditions

The person in this position is expected to be capable of working independently, working effectively in a matrix management role and to have the ability to determine the best course of action in situations where procedures and precedents are not established.

Minimum qualifications

Bachelor's degree. Advanced degree preferred. Minimum of 5 years experience in a biomanufacturing company, ideally in a project manager role or manufacturing manager role. Experience working in a contract service organization preferred.

Success factors

The ideal candidate will be self-motivated, largely self-sufficient and capable of handling a significant workload through efficiency and prioritization. They will be highly detail oriented and organized and work well in a group environment to see tasks through to their successful conclusion. The ideal candidate will have excellent interpersonal skills as well as strong verbal and written communication ability.