

Posted: October 12, 2018

JOB ANNOUNCEMENT

PhenoPath Laboratories, PLLC, has an opportunity for a...

SR. Project Manager, Contract Research

Primary Responsibilities

- Coordinate with the CRO Clinical Trial Project Management team to ensure timely delivery of projects
 - Act as a resource for CRO staff for project information.
 - Provide project-specific training as required.
 - Provide technical expertise, and be available to the staff for questions.
 - Troubleshoot processes, and procedures.
 - Write, review, and revise procedures, forms, and other documents.
 - Monitor, ensure quality, and initiate/recommend process improvement projects related to CRO Project Management.
 - Be able to perform the duties of a Project Manager as needed
- Act as the central point of contact for client throughout the project lifecycle.
- Focus on meeting project commitments. Ensure the development and maintenance of project-specific tracking systems to enable proper study management and monitoring activities.
- Provide routine status reports and updates regarding the progress of projects.
- Serve as a liaison between clients and internal team to ensure project specific information and ongoing updates are proactively communicated.
- Manage the anticipated change orders and/or budget adjustments.
- Lead in the identification and resolution of service level issues, as well as the proactive development of contingency plans to mitigate laboratory risk.
- Lead problem solving and resolution efforts in a timely, customer-focused manner.
- Ensure lessons learned are considered, shared and improvements are included in the proposal design process.
- Perform technical review at project initiation and provide input into project proposals, as well as contribute to discussions regarding budget implications and changes.
- Collaborate with other functional groups within the company where needed to support milestone achievement and to manage study all issues and obstacles.
- Contribute to the writing of protocol-specific laboratory instruction manuals / participate in the preparation and maintenance of the laboratory specifications document for each assigned protocol.
- As required, prepare and present study specific materials and services in the proposal process or at implementation meetings.
- Participate in external and internal audits
- Manage the RFI process by coordinating other departmental resources and ensuring all responses are delivered on time

- Mentor or provide day-to-day guidance to junior staff, assist in training and development of staff to manage projects for specific clients or projects.
- Other duties or tasks may be assigned on an as-needed basis.

Experience:

Required:

- Bachelor's degree in Biology, Life Sciences, or a related science
- In-depth knowledge of clinical trials in Contract Research Organization (CRO) and/or (bio)pharmaceutical settings
- 3 - 5 years of managerial experience with demonstrated supervisory responsibilities.
- 3-5 years of demonstrated Project Management skills and ability to meet deadlines.
- Possess strong interpersonal skills for effective interactions with all levels of the organization and with clients.
- Excellent organizational and operational skills with high accuracy and attention to detail.
- Strong written and verbal communication skills.
- 3 or more years of experience in clinical or research laboratory with demonstrated mentorship or supervisory responsibilities.
- Active PMP certification, or exam date scheduled

Preferred:

- 5 or more years of demonstrated Project Management skills and ability to meet deadlines.
- 5 or more years of experience in a clinical or research laboratory with demonstrated mentorship responsibilities.
- Demonstrated technical experience with IHC methodology and understanding of clinical research terminology.

To Apply: [https://app.vettd.com/prospects/#/phenopath/job/d4a32eba-12f1-4c3c-934c-e96defdc3346/PhenoPath Website](https://app.vettd.com/prospects/#/phenopath/job/d4a32eba-12f1-4c3c-934c-e96defdc3346/PhenoPath%20Website)

Please no phone calls regarding this position from candidates or recruiters