Project Manager - Epigenetics

Description

Quadrant Biosciences develops molecular diagnostic solutions for some of the most challenging health issues in the world today including autism spectrum disorder (ASD), concussion injuries, Parkinson's disease, and most recently COVID-19. Our company was founded to improve the lives of patients and their families through the development and implementation of more accurate and timely diagnostic solutions. We work with top academic institutions, medical researchers, and engineers to translate breakthrough findings into thoughtfully developed and scientifically sound assessment applications.

As a Project Manager you will oversee product launch activities for our epigenetic diagnostic products. Working closely with product managers, you will develop project timelines, break down initiatives into tasks, and monitor task completion to achieve important goals and deadlines. You will be responsible for supporting leadership, customers and business partners to make sure that the scope and direction of each project is on time and on budget.

A successful candidate must have a proven track record in managing large-scale cross functional projects and be able to adapt to rapid changes and a dynamic environment within a growing business. This individual must have prior project management experience within biotech, life science, healthcare, or related industries. They will be self-driven with excellent communication, presentation, and time management skills.

Job Scope

Working within a cross functional team, primary responsibilities include:

- Tracking progress and timelines across multiple departments
- Manage cross functional team meetings and deliverables
- Risk and issue management
- Planning and resource scheduling
- Contingency planning
- Preparing budgets and tracking costs
- Presenting updates to executive management
- Drafting and maintaining detailed project documentation

Qualifications

- BS in a scientific discipline
- 2-5 years of project management experience in life sciences, biotechnology, biopharmaceutical, medical device, or related industry
- Experience with task and issue tracking software
- Experience with FDA 21 CFR part 820 and/or ISO 13485 compliant design controls

- Excellent analytical skills
- Leadership experience with the ability to drive progress across a diverse set of teams
- Strong interpersonal skills and extremely resourceful
- Travel up to 10% of time