

JOB TITLE: PROJECT MANAGER

List Biological Laboratories, Inc. is a privately held company located in Campbell. The company is a leading contract development and manufacturing organization for bacterial derived products for early clinical trials including live biotherapeutic products derived from the rapidly growing exciting field of microbiome therapeutics. List Labs also specializes in the production of both native and recombinant bacterial proteins and toxins used for research and development.

List Labs offers a congenial small company environment and the convenience of working in the South Bay Area.

We are seeking a talented and motivated Project Manager. This position is a key role within the Manufacturing/Production Department. The individual will provide project management for contract development and cGMP manufacturing services for clinical phase therapeutic products including live biotherapeutic products, bacterial produced proteins, and polysaccharides. The project manager will interface and ensure cross-functional resource management across multiple departments including Lab Support, Procurement, Process Development, Microbiology, Fermentation, Purification, Quality Control, and Quality Assurance to manage and coordinate the tasks, activities, and timelines for multiple client driven projects. The position will interface with clients to facilitate communication and serve as the point of contact for timelines and coordination of activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for overall project management, coordination, execution, and financial reporting for multiple inhouse and client driven projects
- Coordinates the design and execution of cross-functional project plans for early clinical development to Clinical Phase 3 readiness for client specific biologic programs
- Provides end-to-end execution oversight for all project deliverables per SOW, including managing and tracking timelines and project metrics
- Maintains accurate tracking of revenue and billing associated with projects
- Applies effective Project Management skills through the development of project plans, resource allocation, plan execution, consistent communications with project team members and stakeholders, status reviews, and delivery of agreed upon results
- Ability to effectively manage and keep overall project goals on schedule, while adapting to sudden changes and shifting priorities
- Successfully lead project teams to coordinate tasks, activities and timelines for multiple inhouse and client driven projects
- Develop and integrate cross-functional project plans defining the activities and scope of inhouse and client driven projects using project planning tools

- Ability to integrate/rollup multiple projects per function and/or manufacturing space allocation
- Contribute to effective teamwork and facilitate communication exchange
- Identify, mitigate and resolve project related risks
- Proactively identify and mitigate/resolve and/or escalate issues
- Serve as internal advocate and voice of client
- Facilitate client project meetings and communications
-

QUALIFICATION AND EXPERIENCE

- BS in biology, microbiology, biochemical or biomedical engineering, or related biological field
- A minimum of 2 + years of relevant experience in managing multi-disciplinary cGMP pharmaceutical/biotherapeutic development and manufacturing projects
- Previous proven project management experience

KNOWLEDGE, SKILLS AND ABILITIES

- In-depth knowledge of the pharmaceutical industry and drug development and approval process a significant plus
- Early-stage clinical development and IND experience is preferred; late-stage development and commercial readiness a plus
- Diplomatic and calm under pressure; able to deal with uncertainty in a constructive manner and generate options for moving forward
- Strong background in biologics drug substance and/or drug product development and manufacturing
- Understanding of upstream and downstream processes including microbial cultivation, fermentation, harvest, tangential flow filtration, purification, analytical methods, etc
- Financial acumen and ability to track costs, budgets and financials related to projects
- Proven experience with project management tools (MS Project or SmartSheets)
- Exceptional organizational skills with ability to attain deadlines and prioritize work on multiple projects
- Experience managing customers and clients
- Excellent oral and written communication skills
- Dedicated, hard-working and dependable

****If hired, List Labs will require that you provide evidence of your legal right to work in the United States. List Labs will not sponsor applicants for work visas at any time during recruitment or employment.**

Apply today! : <https://www.ziprecruiter.com/job/ee0069e3>