

JOB TITLE: PROJECT COORDINATOR

List Lab's mission is to "harness bacteria's potential for a healthier world." We are a premier contract development and manufacturing organization for bacterial derived products for early clinical trials including live biotherapeutic products derived from the rapidly growing microbiome field. Live biotherapeutic products, an exciting new therapeutic, are a novel approach to disease treatment and have significant potential to improve patient lives. 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 dynamic and congenial company environment and the convenience of working in the South Bay Area.

We are seeking a talented and motivated Project Coordinator who will be responsible for supporting Project Management to ensure efficient management, reporting and delivery of strategic and operations. The Project Coordinator will work with the Project Manager to assign responsibilities and communicate into the program and the List Labs organization overall. He/She will ensure program data quality is up to date and at the aggregated to the appropriate level for regular senior level meetings and review; ensure KPIs are monitored and tracked, e.g. time, budget, resources and highlight the status to relevant senior member of the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist Project Manager

Create project plans, monitor project progress and report project progress

Coordinate timelines and adjust objectives according to directives

Meet with team leads and department leaders to define scope, ask questions to clarify goals

Prepare progress reports for project status to upper management

Attend status meeting and update members about potential project delays

Manage project risks and alerting Project Manager of impending issues

Follow up on open items and track issues

QUALIFICATION AND EXPERIENCE

BS in relevant field

3+ years previous experience in program/project coordination, program/project management, or other area related to project or program management

Previous project experience in CRO and CDMO is a desirable

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of best practice for project management

Highly proficient of the MS Office: Word, Excel, PowerPoint and Outlook

Excellent oral and written communication skills

Proven experience with project management tools (MS Project or SmartSheet)

Strong interpersonal skills and extremely resourceful

Excellent analytical skills

Exceptional organizational skills with ability to attain deadlines and prioritize work on multiple projects