



## PROJECT MANAGER POSITION DESCRIPTION

- Exempt**
- Non-exempt**

### **About Us:**

Bionique Testing Laboratories, Inc. (Bionique) has been a leading global provider of mycoplasma testing services for the biopharmaceutical industry for over 30 years. Bionique offers the full breadth of services from lot and Final Drug Product release testing per regulatory guidelines to a GMP compliant Real-Time PCR assay to support clients' needs from concept to clinical trials and commercialization for biopharmaceutical and cell therapy products. Bionique's experience and expertise extends to development and validation of rapid microbiological methods to support abbreviated release timelines. Additional services such as regulatory and compliance consultancy add to Bionique's unique position in this niche analytical testing space. Located in Saranac Lake, NY, Bionique is an FDA registered and GMP compliant contract testing facility. Bionique aims to offer unsurpassed quality mycoplasma testing services to meet the specific scientific and regulatory needs of each client and partner.

### **Summary:**

This position will be responsible for leading a team of professionals in completing projects by a set deadline to uphold business initiatives. The Project Manager will need to coordinate projects, make decisions and monitor the progress of the project, provide long and short term plans, including setting targets for milestones and adhering to deadlines, have knowledge of industry's systems and processes in accordance with regulatory requirements and support, follow and implement company standards, policies and procedures. Serves as the primary contact for initiatives in progress, communicates progress status, scheduling information, and provide other necessary information/analytics. This position also ensures regulatory compliance and the reliable maintenance of quality standards throughout the organization.

### **Key Accountabilities and Responsibilities:**

- Assists in defining project scope and requirements based on all relevant stakeholders
- Coordinates internal resources and third parties/vendors for the execution of projects
- Ensures that all projects are delivered on-time, within scope, and within budget
- Communicates project schedule, progress, and deadlines
- Develops a detailed project plan to monitor and track progress
- Monitors and verifies changes to the project scope, schedule and costs
- Measures project performance using appropriate tools and techniques
- Manages the relationship with all relevant stakeholders
- Verifies and validates data as required
- Provides internal and external clients with information regarding capabilities, methods, and information when necessary
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy

- Performs risk management assessment to minimize project risks and serves as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- Creates and maintains comprehensive project documentation; tracks project performance and completion of goals
- Transfer Quality and Project Management data into the organization's Laboratory Information Management Systems (LIMS) as required
- Support LIMS system as required
- Assist and support various teams as it relates to project management assignments
- Trains staff on specific tasks as directed
- Prepare a wide variety of reports and documents; review reports for compliance with client/regulatory specifications; route final reports
- Supports the Quality Department performing various functions to ensure regulatory compliance and quality standards are maintained throughout the organization
- Proactively communicates areas for improvement
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- Actively participates in and supports capital improvement projects
- Additional duties as assigned

#### **Additional Accountabilities and Responsibilities**

- Ability to troubleshoot minor issues and escalates as appropriate for skill level
- Keeps manager informed of progress and communicates effectively with colleagues as necessary to achieve assigned tasks and goals
- Highly organized and delivers on commitments without reminders
- Driven to continuously improve individual work and laboratory processes
- Use and continually develop leadership skills
- Attend conferences and training as required to maintain proficiency

#### **Requirements:**

- Bachelor's degree from an accredited college/university in a relevant field; experience or combination of experience with degree may be substituted for Bachelor's degree requirement
- Project Management certification or equivalent experience preferred
- Ability to handle multiple tasks and projects under deadline pressure
- Able to adapt quickly to change
- Strong organizational and time management skills
- Highly analytical with strong attention to detail
- Excellent verbal and written communication and negotiation/influencing skills
- A results-oriented team player
- Committed to high quality customer service and satisfaction
- Proficient with Microsoft Office Suite or related software



**Physical Requirements:**

- Prolonged periods of sitting on a chair, working at a desk and working on a computer and/or telephone
- Must be able to lift up to 25 pounds

Bionique is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, marital status, pregnancy status, amnesty, covered veteran, or any other protected status or characteristic protected by applicable federal, state, and local laws.