



Job Description

Position Title:	Project Manager
Reports to:	Director, Business Development
Department:	Research & Development
Shift:	1 st M – F
Hours:	Full time (40+ per week)
Education:	B.Sc in scientific or engineering discipline, possession of an MBA or Project Management Professional (PMP) credential is highly desired
Experience	5 – 7 years in a regulated environment preferably within the biomedical, biotechnology or pharmaceutical industry with project management responsibilities
Salary:	Competitive salary, bonus structure and benefits package consummate with experience

Position Summary:

Under administrative direction, the incumbent is responsible for the creation of a formalized system to evaluate, prioritize and manage the execution of basic research and method validation project activities within the LABS Inc. corporate structure, which includes four different facilities throughout the United States. The project manager will be responsible for the formation of cross-functional project teams that will work together to accomplish projects in support of the corporate mission, vision, and financial objectives. The position will involve the monitoring of the progress of the individual projects on the basis of established project timelines, milestone and budgetary constraints.

The candidate is expected to provide creative concepts, analysis and project management expertise as it relates to departmental and corporate responsibilities. When requested, this position will also provide technical guidance and consultative support to the other corporate departments and satellite laboratories.

Position Responsibilities:

1. Project /Practice Management
 - 1.1. Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
 - 1.2. Identifies resources needed and assigns individual responsibilities.
 - 1.3. Manages day-to-day operational aspects of a project; scope, timing, resources, budget
 - 1.4. Reviews deliverables prepared by team before passing to management or client.
 - 1.5. Effectively applies our methodology and enforces project standards, timelines and budgets.
 - 1.6. Minimizes LABS Inc. exposure and risk on project.
 - 1.7. Ensures project documents are complete, current, and stored appropriately.

2. Project Accounting and Finance
 - 2.1. Tracks and reports team hours and expenses on a defined interval (e.g. weekly/monthly/quarterly as appropriate).
 - 2.2. Manages project budget.
 - 2.3. Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project.
 - 2.4. Follows up with clients, when necessary, regarding unpaid invoices.
 - 2.5. Analyzes project profitability, revenue, margins, bill rates and utilization
 - 2.6. Understands basic revenue models, P/L, and cost-to-completion projections and makes decisions accordingly.
 - 2.7. Accurately forecasts revenue, profitability, margins, bill rates and tracks performance against original project forecasts
 - 2.8. Assures project legal documents are completed and signed.

3. Communication
 - 3.1. Facilitates team and client meetings effectively.
 - 3.2. Holds regular status meetings with project team.
 - 3.3. Keeps project team well informed of changes within the organization and general corporate news.
 - 3.4. Effectively communicates relevant project information to superiors.
 - 3.5. Delivers engaging, informative, well-organized presentations.
 - 3.6. Resolves and/or escalates issues in a timely fashion.
 - 3.7. Understands how to communicate difficult/sensitive information tactfully.
 - 3.8. Maintains awareness of new and emerging technologies and the potential application on client engagements.