



Senior Manager/Manager of Project Management

Houston, Texas
October 15, 2010

SUMMARY:

The Senior Manager/Manager of Project Management will work closely with the MetronomX Team providing coordination and leadership to key cross functional teams to ensure timely and efficient completion of project deliverables. The position will be filled at Sr. Manager or Manager level depending on experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitoring international clinical and preclinical project status and schedules through facilitating team communications by maintaining and tracking cross-functional timelines, deliverables, and milestones
- Certain regulatory correspondence and planning
- Managing contract manufacturing vendors
- Ensuring project schedules, resources and underlying assumptions are integrated and aligned across functions.
- Tracking team performance metrics for the executive management team
- Drive cross-functioning teams in problem solving and providing resolution to management team through leading/coordinating critical path analysis and optimization planning as needed.
- Assisting teams and functions in determining schedule and resource requirements.
- Conducting contingency planning/scenario analyses as needed. Partnering with team leaders in arranging team meetings and agendas with input from team members.

- Potentially being a lead Project Manager for an earlier stage program. Support department initiatives to improve processes.

REQUIREMENTS:

- Minimum Bachelors degree in life sciences or related field
- Minimum of 8 years of project management or related experience (cross-functional management, CMC, Clinical Operations, or combinations) is highly preferred.
- Demonstrated experience working with corporate alliance partners is preferred.
- Schedule flexibility required (international communication at night and early in the day)
- Strong knowledge of project management techniques and best practices relevant to the drug development process required.
- Applied detailed knowledge of project scheduling, critical path/dependencies, resource, and risk management.
- Experience working with project management software (i.e.-MS Project, Planisware), Professional (PMP) certification is preferred.

Core competencies include:

- Project management expertise
- Working knowledge of cGMP
- Drug development and manufacturing knowledge
- Scientific Technical knowledge
- Adaptability
- Communication
- Stakeholder focus
- Delivery of results

For more information please send a resume to info@metronomxgroup.com.