

Pfenex - Project Manager

Description – The Project Manager (PM) serves to provide project stewardship to achieve objectives while managing cost, schedule, and performance. Areas of responsibility include project initiation, planning, execution, monitoring, controlling, and closing. The PM must have the ability to work independently and effectively in a team environment both internally as well as with external subcontractors and government sponsors. The PM is expected to be detail oriented and work with minimal supervision. The PM will have responsibilities in the areas of developing preclinical and clinical project plans, proposals, coordination and execution of critical contract activities, ensuring timely communication and meeting contract obligations.

Skill and Knowledge Requirements – The PM should possess the following skills and knowledge:

- An advanced level of Operations Management and Leadership including:
 - ✓ Coordinate creation and maintenance of project plan and timeline
 - ✓ Ensures linkage between corporate strategy and operational activities
 - ✓ Identifies issues and facilitate problem solving, contingency planning, and decision-making
 - ✓ Inform key stakeholders of status, issues, problems, and proposed solutions as appropriate
 - ✓ Ability to manage teams and individuals in a matrix environment, ability to track team performance against objectives, use of effective meeting management tools and techniques, and knowledge of decision-making and conflict resolution techniques
 - ✓ Partners with Project Team Leader to foster effective team dynamics
 - ✓ Provides performance feedback to team and cross-functional line management on project teams as requested
- Project Timeline, and Resource Management including:
 - ✓ Works with the project teams to develop, maintain, and align an accurate, integrated project timeline, and resource plan
 - ✓ Understands critical path activities, anticipates risks, and creates contingency plans in collaboration with project teams
 - ✓ Generates analysis of timeline, and resource information that facilitate scenario planning, contingency planning, risk assessment and management, problem solving, and decision-making
 - ✓ Monitors and manages team performance metrics relative to agreed upon project plan
 - ✓ Coordinates interactions with finance to ensure programs have adequate budget and resources to support approved scope
- ✓ Understanding financial and resource planning systems and processes and ability to coordinate project-level budget/resource estimates and manage actual vs. plan
- ✓ Monitor and report project status to Senior Management
- An Expert or Power User level of MS Project and Excel systems including:
 - ✓ Scheduling
 - ✓ Tracking project tasks and milestones
 - ✓ Gantt charts
 - ✓ Resource utilization
 - ✓ Work performance completion
 - ✓ Reporting
- Additional requirements:
 - ✓ BA/MS in a biological science, or engineering discipline is required. An advanced degree (e.g. MS or PhD) is preferred
 - ✓ PMP certification a plus
 - ✓ Minimum of 3+ years experience in project coordination in a scientific or engineering field
 - ✓ Exceptional organizational skills
 - ✓ Excellent oral and written communication, interpersonal, analytical, and computer skills
 - ✓ Ability to initiate, plan, and execute multiple projects and sub-projects
 - ✓ Expertise in use of project management software solutions, including skills in critical path analysis. MS Project experience a plus
 - ✓ Expertise in MS Office suite
 - ✓ Experience in video and web conferencing tools
- An Expert of Drug Development Process for Investigative New Drug (IND) a plus:
 - ✓ Understanding of Good Laboratory Practices, cGMP, etc
 - ✓ Understanding and experience of preclinical-clinical phases of drug development
 - ✓ Understanding of regulatory procedures/standards
 - ✓ Expertise in IND-filing

In addition to managing his/her own project workload as described in the PM job description, the PM will also perform reasonable duties as assigned by Leadership or other members of Senior Management as required.