

## Job Opportunity

**Position: Director of Program Management**

**Posting Date:** April 2022

PBS Biotech, a private company based in Camarillo CA., produces the most technologically advanced single-use bioreactors for the cell therapy industry. Our bioreactors enable cell culture scale up from R&D to clinical and to commercial production. We also provide a world-class R&D process development service to help our customers solve complex cell culture challenges using our bioreactors.

### **Job Description:**

We are currently seeking a highly motivated and experienced **Project Manager**. The Project manager will be responsible for planning and overseeing projects to ensure they are completed in a timely fashion and within budget. Project managers plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way

### **Roles and Responsibilities:**

- ❖ Define, develop, and manage project scope, objectives and relevant documentation throughout the project lifecycle
- ❖ Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- ❖ Prepare budget based on scope of work and resource requirements
- ❖ Track project costs to meet budget
- ❖ Develop and manage a detailed project schedule and work plan
- ❖ Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- ❖ Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- ❖ Utilize industry best practices, techniques, and standards throughout entire project execution
- ❖ Monitor progress and adjust as needed
- ❖ Measure project performance to identify areas for improvement

**Requirements:**

- ❖ Bachelor's degree in computer science, business, or a related field
- ❖ 5-8 years of project management and related experience
- ❖ Project Management Professional (PMP) certification preferred
- ❖ Proven ability to solve problems creatively
- ❖ Strong familiarity with project management software tools, methodologies, and best practices
- ❖ Experience seeing projects through the full life cycle
- ❖ Excellent analytical skills
- ❖ Strong interpersonal skills and extremely resourceful
- ❖ Proven ability to complete projects according to outlined scope, budget, and timeline

**Compensation:**

A qualified candidate will be compensated with competitive salary, stock options and benefit program depending on previous experience and contribution potential. Bonus plan based on annual performance against objectives and company growth.