



Overview

The responsibilities of a Senior Project Manager are to provide leadership that ensures efficient production that is scientifically sound and regulatory compliant.

Responsibilities

The responsibilities of a Senior Project Manager require attention to the following duties:

- Planning, coordinating and organizing, including efficient productivity, scheduling, and forecasting resources
- Maintaining knowledge of status/progress for projects across different departments
- Supervising employees as assigned, including on-going evaluation and annual performance reviews
- Monitoring productivity to help meet monthly revenue goals and overall goals of the organization
- Responsible for client communications. Consistently meet client deliverables
- Ensuring that all assay results meet internal protocol specifications and meet GLP, OECD, CVM, JMHW, or applicable regulatory guidance
- Acting as Principal Analytical Investigator for GLP studies
- Writing or assisting in writing content for technical-regulatory study protocols and reports

Knowledge, Skills, and Experience

- BS in chemistry, biology, or specific technical field and minimum 10 years experience
- Deep knowledge of current industry guidance and regulations
- General understanding of the technical knowledge to ensure operational efficiency of Laboratory Operations
- General knowledge of instrumental analysis, including mass spectrometry and chromatography
- Ability to build lasting client relationships and support marketing and sales activities
- Strong oral and written communication skills, including very strong bias toward calling and talking with customers on the telephone, when in-person interactions are not possible
- Very strong attention to detail; the ability to manage large numbers of competing requirements is absolutely mandatory
- Strong understanding of customer perspective for bioanalytical regulatory development Projects
- Technical expertise to ensure technical quality, suitability of data for the intended purpose, and operational efficiency of projects execution
- Forecasting, planning, and interdepartmental facilitation skills
- Integrating the commercial and technical aspects of laboratory operations

Critical Success Factors and Metrics

The most crucial success factor is a highly engaged and collaborative approach to facilitate performance in line with company and departmental objectives.

- Successful completion of studies within Pyxant SOPs, current regulations, on time and on budget.
- 100% client retention. Pyxant Labs Inc. is built around a very strong client-centric business strategy. Ongoing client contact and coaching of other staff in relation to client interactions is essential to success in this role.