

1 Position in the Organization	
Job Title:	Project Manager
Department:	Project Management
Location:	King of Prussia, PA

2 Description
<p><i>Assists in the planning and execution of product development projects while adhering to budget, scope and schedule requirements. Helps ensure consistent practices throughout all phases of the project life cycle. Executes high quality, integrated cross-functional plans for projects. Applies best practices in the development, initiation, planning, execution, control and closing of projects. Interacts with research and development, marketing, manufacturing, and regulatory departments.</i></p> <p><i>This role reports into the President & Chief Operating Officer and has direct interactions with the Management Team.</i></p>

3 Duties and Responsibilities
<ul style="list-style-type: none"> • <i>Serve as Global Project Team Lead, including preparing agendas & minutes for meetings, following up on action items, and escalation of issues and risks to senior management</i> • <i>Ensure alignment of operational plans with overall program strategy/plan</i> • <i>Manage Microsoft Project Online and serve as point of contact for all questions/issues from team members related to MS Project</i> • <i>Maintain integrated, cross-functional project plans (nonclinical, clinical development, clinical pharmacology, microbiology, CMC, regulatory timelines) using MS Project</i> • <i>Manage time tracking tool and assimilate resource data as needed for finance</i> • <i>Prepare presentations for Management Team and Board of Directors meetings</i> • <i>Facilitate ad hoc meetings as needed to resolve issues</i>

4 Qualifications and Skills
<ul style="list-style-type: none"> • <i>BA/BS degree or higher</i> • <i>Minimum 8 years of life sciences/pharmaceutical experience with at least 5 years of experience in project management or similar cross-functional role</i> • <i>Proficiency in project management tools and processes, including MS Project</i>

5 Competencies
<ul style="list-style-type: none"> • <i>Demonstrated matrix management skills and clear ability to work effectively in cross functional team environment</i> • <i>Demonstrated ability to lead/direct and develop teams.</i>

- *Strong communication skills across all levels of the organization, with focus on executive communication, including to Board of Directors.*
- *Strong leadership skills, with demonstrated capabilities to be agile and nimble in a start-up organization.*
- *Demonstrated strong interpersonal skills, a flexible, collaborative and team-oriented approach to problem solving, and an ability to work in a fast-paced, rapidly changing environment.*