

## **Job Description**

### **Title: Associate Project Manager**

The Associate Project Manager in the Manufacturing area at Integrity Bio, Inc. (IBI) will work with clients in the life sciences field, including pharmaceutical, biotechnology, and medical devices. The individual needs to be an excellent change agent who is passionate, has high energy, and is results-oriented with a creative and analytical mind. Must use advanced project management tools/processes and proactively manage critical situations.

The primary goals and focus of the Associate Project Manager in the Manufacturing area will be to:

- Interface with clients to effectively lead project teams while building positive professional relationships with clients and associates.
- Define project objectives, requirements, and assumptions necessary to structure a project or activity.
- Plan, schedule, and control project activities to fulfill objectives and satisfy project requirements.
- Develop and drive integrated project plans, aligning project tactics with project strategy.
- Establish, maintain, and lead high performance project teams, serving as the project advocate within IBI and the client's organization.
- Lead, coordinate, and motivate all associated project resources to gain alignment on project goals and deliverables.
- Manage multiple CGMP production projects within established scope, schedule, and budget while meeting and exceeding IBI project management standards.
- Develop and document high-level strategies for accomplishing specific project objectives.
- Facilitate and lead effective project meetings, manage change and conflict, and develop resource planning estimates to manage project workload and productivity.
- Support project management team members to ensure success of projects while maintaining customer service focus

### **Qualifications:**

We are seeking an individual that is pro-active, goal-orientated, and possesses strong organizational and documentation skills. Good interpersonal and proven communication skills, both written and oral, are required. The ideal project manager will possess a Bachelor's degree in a science or engineering discipline.

**Experience:**

- Industry experience in the pharmaceutical, biotechnology, and/or medical device industries.
- Exceptional interpersonal and leadership skills to effectively communicate and build relationships with a broad spectrum of audiences at all organizational levels.
- Sound technical aptitude and proven ability to grasp general knowledge of multiple disciplines and technologies with superior computer usage skills.
- Strong competencies in planning, project management, and organization with the ability to lead multiple activities and resources while maintaining a focus on quality.
- Solid analytical and strategic capabilities and business acumen along with demonstrated work ethic, integrity, and professional conduct and appearance.
- Ability to produce and present clear, concise, and professionally written communications and presentations.

No relocation assistance will be provided.