

Project Management Associate

Integrity Bio, Inc. specializes in biologics formulation development and drug product manufacturing. We have formulated over 200 biologics including vaccines, antibodies, proteins, and peptides for more than 150 firms. Integrity Bio specializes in hard-to-formulate products in liquid and lyophilized forms.

We are located in Camarillo and Thousand Oaks California, the center of a highly concentrated cluster of 10,000 biotech professionals. Demand for our research services increased by 30% in the past year, driving continued expansion and need for great people.

We are seeking candidates for the position of Project Management Associate in Research and Development.

Job Description and Duties:

- Schedule and attend meetings, draft agendas, lead discussions, author meeting minutes, and follow up on action items.
- Assist in designing client studies and generate proposals outlining scope, material requirements, schedule, and budget.
- Coordinate execution of projects with IBI project teams, put together study timelines, oversee submission of data, and respond to client inquiries.
- Interface with clients over phone, email, and in-person building positive professional relationships.
- Support project management team members to ensure success of projects while maintaining customer service focus.
- The candidate will work well independently and with different functional groups.

Qualifications:

We are seeking an individual that is pro-active, goal-orientated, and possesses strong organizational and multi-tasking skills. Good interpersonal and proven communication skills, both written and oral, are required. The ideal candidate will possess a Bachelor's degree in biochemistry, analytical chemistry, biological sciences, or related and have 0-5 years of pharmaceutical / biotech laboratory experience.

Experience:

Experience with Word, Excel and Power Point is required. Basic understanding of various analytical and laboratory techniques is a definite plus. Customer service oriented experience is preferred.

No relocation assistance will be provided.

Qualified candidates should submit a CV and cover letter through the company website.

Job Type: Full-time