

Interested Parties should contact:
Keith Ryan kryan@geneousbiomedical.com
508 359 4120



Program Manager

Location MA

Our client is a pioneering biotechnology company in the emerging field of regenerative medicine. Their goal is to regenerate and restore organ function of the esophagus, trachea or bronchus damaged by cancer, trauma, infection or congenital diseases.

The company's novel technology is engineered to stimulate the body's signaling pathways and natural healing process to regenerate and restore organ function. The technology is based on over 20 years of scientific progress in the fields of tissue engineering, cell biology and material science / combining the best attributes of a synthetic scaffold with tissue engineering and cell biology to create what may be a revolutionary method of addressing organ damage.

Job Summary

We currently have two positions open for Program Manager and / or Coordinator to support the company's ongoing pre-clinical research and emerging clinical research programs. This role requires close interaction and coordination with key internal stakeholders in support of activities related to transitional pre-clinical and clinical programs. We are seeking a detail-oriented program coordinator with life-science experience to ensure that the objectives of defined programs are successfully met.

Responsibilities

- Work collaboratively with internal and external stakeholders to ensure effective communication within and across assigned programs
- Successfully understand and prioritize the needs of internal and external stakeholders in driving program success.
- Ability to identify issues and lead effective resolution to the issues
- Coordinate activities with internal and external stakeholders to ensure that the critical path is managed and critical path milestones are met
- Maintain and manage the Project Plan within assigned Programs
- Ensure that all assigned project objectives are met – specifically: schedule, performance and milestones
- Meeting management: setting up meetings, maintaining minutes, action and decision log, assist in driving actions to resolution
- Perform all other essential duties as assigned.

Qualifications

- Bachelors Degree required
- 2-5 years+ experience in program coordination / management in life science-related field
- Excellent written and verbal communication skills
- A strong sense of practicality backed up by logic-driven decision making
- Ability to effectively communicate with a broad spectrum of people having varying backgrounds, education, and experience
- Experience in or ability to learn Project Management software to centrally manage projects and programs
- Aptitude to succeed in the culture of a fast-paced, publicly traded, start-up biotechnology company