

Job Title: Project Manager

Department: Project Management

Reporting To: Manager, Project Management

Classification: Exempt, Full-Time

What We Do

BioDuro is a privately-owned Contract Research, Development and Manufacturing Organization (CRDMO) headquartered in San Diego, CA with more than 1,200 employees globally. Our four facilities provide integrated solutions and exceptional services to our clientele for challenging preclinical and clinical trial projects. With capabilities spanning Discovery Chemistry, Biology and Animal DMPK services through our Chinese facilities, to Formulation Development and cGMP Manufacturing of oral solid dosages, nebulized and inhaled products, gels and topical ointments at our San Diego Headquarters, there is no surprise BioDuro is a leading partner of choice.

Why BioDuro?

Take the next step in your career and join BioDuro today to change lives through the products we help create. Here, you will contribute your talents to meaningful projects that impact the lives of patients around the world and develop as an individual by working directly with a team of seasoned experts and rising stars. Our values of Accountability, Respect, Tenacity, Results and Integrity are embedded in everything we do. No matter what your role may be, BioDuro strives to ensure all our employees are empowered and given the necessary tools to lead us in our relentless pursuit of success.

Job Overview/Summary

The Project Manager will assist in the management and coordination of all projects related to pre-formulation, formulation development, analytical development, cGMP manufacturing, and stability studies for drug product development. This role will assist in the preparation and execution of all projects from various biotechnology and pharmaceutical clients worldwide. This role requires high levels of organization and multi-tasking skills that are essential to the success of this position.

Essential Functions And Responsibilities

- Manages overall coordination and management of projects which includes, project details, project status, timelines, and task follow-up.
- Acts as the main point of contact for clients, internal project teams, cross-functional departments, and business development personnel to facilitate the flow of information between parties.
- Coordination and management of 10-15 active projects with varying timelines and priorities.

- Prepares meeting agendas, manages and leads teleconferences, tracks action items via meeting minutes, and coordinates team activities internally.
- Manages external vendors on projects in which work is required to be outsourced.
- Maintain project management software and track expenses via internal software.
- Manages changes in scope of projects by requests of change orders via RFPs.
- Works closely with site management to ensure project deliverables meet customer expectations and timelines.
- This job description is subject to change at any time.

Required Qualifications

- Bachelor's or master's degree in a chemistry, business, communications, or a similar field.
- 3 - 5 years' experience in a Project Management role.
- Maintains a high degree of professionalism in all activities.

Preferred Qualifications

- 1-3 years' experience working with projects in analytical chemistry, formulation development and/or manufacturing setting.
- Experience in a CRO and/or CMO environment preferred.
- Experience working in a cGMP environment preferred.
- PMP Certification preferred.
- High attention to detail
- Highly effective verbal and written communication skills
- Strong planning and organizational skills and problem-solving skills
- Ability to work in a team environment; great interpersonal skills and positive attitude
- Ability to adapt to a fast-paced environment
- Proficient in Microsoft Word, Excel, Power point
- Manages personal and interpersonal stress
- Able to be flexible and adapting to process schedules
- Self-starter / internal motivator

Position Benefits

BioDuro employment provides the opportunity to work in beautiful San Diego, California only 5 minutes from the nearest beach, with the possibility of international travel to our facilities in Jiangsu, Shanghai, and Beijing. We offer full health benefits, paid vacation and sick leave, an aggressive bonus structure, and market-competitive salaries to all our employees. In addition, BioDuro provides employees with free catered lunch Monday through Thursday, and a variety of engaging employee and community outreach events. We strive to reward and promote employees who exhibit our values of Accountability, Respect, Tenacity, Results and Integrity.

EOE and Accommodation

We value diversity and are proud to be an Equal Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, pregnancy, citizenship, marital status, gender expression, genetic information, political affiliation, or any other characteristic protected by law. BioDuro provides reasonable accommodation in job application procedures for qualified individuals with disabilities and disabled veterans. If you need accommodation in connection with the recruiting process due to a disability, you may use the alternative methods by emailing careers@bioduro.com. If you are selected to interview for a position, you may also request an accommodation with our team directly.

Notice to Agency and Search Firm Representatives

BioDuro is not accepting unsolicited resumes from agencies and/or search firms for this job posting. Resumes submitted to any BioDuro employee by a third-party agency and/or search firm without a valid written & signed search agreement, will become the sole property of BioDuro. No fee will be paid if a candidate is hired for this position as a result of an unsolicited agency or search firm referral.