Job Description

Job Title:	Senior Project Manager
Reports To:	Executive Vice President, Manufacturing and Engineering Operations
Department:	Manufacturing and Engineering Operations
Work Location:	Headquarters
FLSA Status:	Exempt
Revision Date:	October 24, 2022

Job Summary:

The Senior Project Manager leads the cross functional teams through development from concept to commercialization. This individual is responsible for ensuring the timely development and successful commercialization of one or more complex MaxCyte product programs. The Senior Project Manager is accountable for leveraging project management and product development best practices to assure that each phase of the project is planned and executed on time. Works under general direction.

Job Responsibilities:

- Translates business and technical strategy into action items. Ensures that the right deliverables are produced at the right time by developing schedules with the entire cross-functional team. Ensures that there is a strong foundation for distributed accountability, and that decision making can be made by individual team members when possible
- Ensures alignment of program scope and strategic business objectives and applicable ISO, GMP, and FDA regulations
- Negotiates resource assignments with functional managers and other business leaders, and owns the decisions related to resource assignments within the project
- Utilizes program management best practices and contributes to improving product development process effectiveness
- Develops and maintains a detailed project schedule for each Phase of development and identifies variance between plan and actual results on a weekly basis. Defines program resource needs, and negotiates program resourcing plans
- Designates roles, responsibilities, goals, and deliverables to all core and extended team members

- Ensures compliance with the company's product development process and communicates program updates to the project sponsor and executive leadership
- Leads cross-functional teams through problem resolution including root cause analysis and corrective action; guides the program team to mitigate risks and resolve issues
- Participates in key technical and design reviews, and constructively challenges the team and the organization to rethink assumptions and approach challenges in new ways
- Elevates regulatory compliance questions and issues to the attention of management Leads the team to prepare for Phase Gate and other Go/No-Go decisions by executive leadership, ensuring that decisions are informed by a balanced and clearly articulated representation of the relevant data
- Complies with all applicable policies regarding health, safety, and the environment

Job Qualifications:

- BS in mechanical, electrical, biomedical, computer engineering, or related technical field and a minimum of 5- 8 years of experience in a project or program management role within the medical device, diagnostic, life sciences/bioprocessing industries or equivalent. MS preferred. Project management certification/training is a plus
- Solid track record of success in launching programs and bringing products to commercialization
- Experience managing external suppliers and vendors
- Proven track record on the ability to lead project teams in new product technology transfer activities
- Excellent interpersonal skills, ability to develop important relationships with key stakeholders, Demonstrates constructive conflict management skills. Ability to influence and lead without direct authority
- Strong oral and written communication skills
- Robust organization and time management skills

- Outstanding flexibility and adaptability suited for the changing requirements and fast-paced environment
- Ability to travel 10-15% (domestic and international)