



Code: 2561

Title: Project Manager, GMP

Status: Full Time

Location: Northridge, Ca

Department: Operations / Quality Control

Description: This position manages GMP projects to support the development of GMP processes and products through customized services such as product development, technology transfer, validation, product manufacturing, distribution, storage, and transportation.

Responsibilities:

- Primary contact for GMP client's to facilitate processing and tech transfer requirements.
- Assists in defining project scope and objectives, involve all project stakeholders and ensures technical feasibility.
- Ensures team members understand project objectives, specifications, deliverables, timelines and tasks through ongoing clear, concise communication and motivation of project team members.
- Organize and facilitates various meetings with internal and external project team members to achieve deliverables.
- Helps to schedule and assign client requested audits.
- Manage projects to support the development of GMP processes and products through customized services such as product development, technology transfer, validation, product manufacturing, distribution, storage, and transportation.
- Involved as needed for follow up project changes.
- Review Statements of Work (SOW) drafted by sales and customers to ensure accuracy and verify organizational ability to meet requirements.
- Identifies Operational resources required for assigned project activities and form teams as required to complete projects.
- Coordinates all activities required to complete the project or task through the team and ensure its timely completion, ensuring current policies and practices are followed, and accurate documentation is kept.
- Identifies issues that may affect quality, cost, or service levels early within the project and works with the team to resolve.
- Assesses business risk and prioritizes tasks among many activities as multiple projects will be assigned.
- Delegates and manage tasks among team members as appropriate to their skill level and risk to the project.
- Resolves conflicts with team members and involves functional management as required to ensure timely project completion.

Supervisory Responsibilities This position has no direct supervisory responsibility

**Requirements:**

- Discretion in handling confidential and sensitive matters.
- Hands-on experience in GMP manufacturing
- Strong leadership skills with demonstrated ability to collaborate effectively across teams and functions
- Knowledge and proficiency with project management programs (i.e., MS Project)
- Knowledge of project management principles with a working knowledge of tools and techniques to project planning, execution, control and risk management
- Strong verbal and written communication skills
- Strategic thinking and excellent analytical skills
- Excellent organizational, time management, and problem-solving skills
- Ability to work well under deadlines and pressure

Education, Experience and Licensure

- Bachelor's Degree in Business or related field.
- Project Management Professional Certificate, highly preferred.
- 5+ years' experience in a regulated environment, cGMP and cGLP Clean Room environment, preferred
- Proficient use of Microsoft Office products including Word, Excel, Outlook, and PowerPoint, Projects.
- Ability to quickly learn new software programs as needed.

Pay Range: BOE

Posted Date: 9/4/2019

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