Project Manager Director

Req ID #: 2596
Location: Northridge, CA

For over 40 years, HemaCare, a Charles River company, has worked to making a positive impact on the world by providing the highest quality cellular material and services to biotech and pharmaceutical companies and research organizations that are performing innovative research and developing novel cell-based therapies.

We recognize that our success depends on the vision and passion of our employees; that is why we are devoted to making HemaCare a rewarding and valuable place to work. We believe in making a difference, and at HemaCare, you will make a difference every day.

JOB SUMMARY This position has the overall responsibility of the management of projects within the organization by developing specific goals and plans to prioritize, organize and maximize profits and client satisfaction for Research Material Services. This includes 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:

- Drive negotiation, decision making, and conflict resolution among team/functional members to accomplish project and business goals
- Support projects that utilize internal and external personnel, contract firms, and partners
- Assist with tracking the execution of required deliverables and assists with navigating project teams through corporate governance
- Develops and align plans and schedules for Process Development activities with business priorities.
- Ability to capture associated project risks, develops mitigation plans and communicates project status clearly to impacted global Research Material Services.
- Assists with driving decision making for the project and ensures that action items are captured and tracked to completion
- 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 direct supervisory responsibility.

- The Project Manager Director supervises staff and is responsible for the selection of qualified candidates for any open positions in the department, conducting performance evaluations, ensuring training and development of staff, mentoring, coaching, and counseling team members.

Requirements:

- Discretion in handling confidential and sensitive matters. Proven ability to be productive within a matrix environment
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- 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 or Master's Degree in Business or related field required.
- Project Management Professional Certificate, required.

- 8 years of extensive Project Management experience, in the Life Sciences, Biotechnology, Healthcare or Pharmaceutical industry.
- 5 years of director or managerial experience
- Understanding fo and experience with product development processes
- 3+ years' experience in a regulated environment, cGMP and cGLP Clean Room environment, preferred.
- Knowledge of business and managerial principles involved in strategic planning, resource allocation, production methods.

About HemaCare

HemaCare, a Charles River company, is a global leader and trusted brand in the customization of human-derived biological products and services for biomedical research, drug discovery, and cell and gene therapy development. HemaCare's vertically integrated solutions support preclinical research, clinical studies from phases 1 to 3, and commercialization with high-quality RUO and GMP-compliant starting material and apheresis collections.

In January 2020, HemaCare was acquired by Charles River Laboratories, an early-stage contract research organization (CRO). Combined with Charles River's integrated, early-stage portfolio of discovery, safety assessment, and manufacturing support services, the acquisition creates a unique, comprehensive solution for researchers and cell therapy developers and manufacturers worldwide to help accelerate their critical programs from basic research and proof-of-concept to regulatory approval and commercialization. Utilizing this broad portfolio of products and services enables our clients to create a more flexible drug development model, which reduces their costs and enhances their productivity and effectiveness to increase speed to market. We work closely with our clients throughout the clinical process to maximize success and drive positive clinical outcomes.

Together, with over 17,000 employees within 80 facilities in 23 countries around the globe, we are strategically positioned to coordinate worldwide resources and apply multidisciplinary perspectives in resolving our client's unique challenges. Our client base includes global pharmaceutical and biotechnology companies, government agencies, and hospitals and academic institutions around the world.

At HemaCare, we are passionate about our role in improving the quality of people's lives. We have proudly supported the development of 100% of the current commercially available FDA-approved immunocellular therapies. Our mission is to provide a best-in-class portfolio of high quality, customizable human cellular material and services to support drug discovery, scientific research, and cell therapy. This resonates from our employees and impacts our customers because we know that every day is an opportunity to advance discoveries and make a difference in someone's life.

For more information, please visit www.hemacare.com.

Equal Employment Opportunity

HemaCare, a Charles River Laboratories Company, is an Equal Opportunity Employer M/F/Disabled/Vet

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