

Project Manager

Req ID #: 2607

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 role will be responsible for supporting the day-to-day project management, execution, and development for Operations Compliance department and Donor Center relationships while providing exceptional client service and working cross functionally with multiple departments.

Responsibilities:

- Coordinate programs that will increase revenue, provide competitive advantage, provide quality service, ensure regulatory compliance and overall enhance and expand the Donor Center operations.
- Participate in development, review and implementation of policies and procedures for existing and future operations to enhance service quality and efficiency
- Monitor operations for compliance with Company SOPs, including training and competency
- Oversees the development, implementation and maintenance of appropriate staff training program to ensure competency and compliance with Company SOPs., including staff training and competency records and other appropriate documentation to ensure regulatory compliance
- 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.
- Manage projects to support the development of 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.
- Perform additional duties as assigned

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.
- Prior experience in blood banking or blood center
- 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.

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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