



Junior Project Manager

Job Description and Responsibilities

The Junior Project Manager has a range of responsibilities that include assisting the bioinformatics and project teams, [interacting with clients and drafting reports and project updates](#), conducting scientific research, as well as applicable manuscript and/or paper writing, ~~and client interaction, reporting, and updates~~. These duties are all related to the development of vaccines and therapeutic proteins.

The Jr. Project Manager:

- Serves as a primary client contact and keeps internal teams updated on action items/progress updates;
- Ensures projects are completed on time and within budget;
- Drafts summaries and final reports for [corporate](#) clients;
- Documents data validation, quality control and formatting procedures;
- ~~Contributes to a wide range of research initiatives related to immunology, vaccine design, and the development of protein-based therapies;~~
- Performs data analysis using GraphPad Prism and Microsoft Excel;
- Communicates experimental data effectively and regularly to others during project meetings and scientific reviews;
- ~~Assists with producing grant applications and reports for corporate clients as needed;~~
- ~~and Pin performing~~ literature reviews, writing, preparing, and editing scientific manuscripts for submission;
- Constructs abstracts and scientific posters for conferences;
- Coordinates tasks with Bioinformatics team and Project teams as necessary;
- Keeps current on applicable scientific literature;
- Performs related duties and responsibilities as required.

Qualifications

Required:

- 1-3 years professional, related experience;
- B.A. or B.S. in Biology, Microbiology, Immunology, Biochemistry, Mathematics or equivalent;
- Basic knowledge in the areas of microbiology, immunology, biochemistry, and statistics;
- Analytical skills to participate in developing research protocols, perform statistical analyses, and participate in qualitative/quantitative analyses of research data;
- Strong written and verbal communication skills including presentation of data;
- Strong knowledge of and experience with MS Office.
- [Experience using online research tools such as PubMed and GenBank;](#)

Preferred:

- Experience developing and producing grant applications and/or peer reviewed scientific papers;

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- Experience using online research tools such as PubMed and GenBank;
- Experience with statistical and math related software such as GraphPad Prism and SigmaPlot.

Relationships

The Jr Project Manager reports directly to the Director of Analysis and indirectly to the CIO and CEO. They will also interact with staff from all departments.