



Job Description and Responsibilities for Senior Project Manager Analyst

Job Description and Responsibilities

The Senior Project Manager Analyst position entails responsibility for executing scientific research in the bioinformatics department specifically related to the development of vaccines and therapeutic proteins, and corporate work in immunogenicity screening.

The Senior Project Manager Analyst:

- Provides analysis and evaluation of new pharmaceutical products
- Collaborates with the project team to plan, coordinate and provide statistical analyses, summaries and reports for clients and internal research
- Confirms and finalizes scientific interpretations and recommendations based on analysis results; takes analysis to final conclusion
- Communicate/present experimental data effectively and regularly to others during project meetings and scientific reviews
- Establishes protocol-specific data review and entry guidelines to document data validation and formatting procedures
- Performs the review of interim/final reports prior to transmission to other groups
- Establishes project milestones and ensures that the resources assigned are adequate to meet program objectives
- Ensures projects are completed on time, on-schedule and within budget
- Identifies and tracks critical path/activities, risks, and alternatives
- Manages all project and client communications while recording and tracking action items
- Represents Bioinformatics Department as inter-division liaison
- Mentors and supervises junior Bioinformatics Team members, Project Managers, Project Coordinator
- Works closely with Director of Analysis to strategize projects
- Expand training responsibilities with the objective to be at a client facing level
- Assist in composition of relevant publications, posters, abstracts, journals, papers, etc.
- Monitors new data from public databases and cleans loaded data to satisfy quality control criteria
- Remain current on applicable scientific literature.
- Interact with staff from all departments.
- Any other duties deemed necessary by management.

Required Knowledge and Skills

- Basic knowledge in the areas of microbiology, immunology, or biochemistry as related to infectious diseases.
- Basic knowledge of statistics.
- Strong written and verbal communication skills.
- Strong knowledge of and experience with MS Office Suite.

Preferred:

- Experience developing and producing grant applications and/or peer reviewed scientific papers;
- Experience using online research tools such as PubMed and GenBank;
- Clinical or technical research experience, including data collection and entry into a computer system;
- Experience with software programs specialized for statistics, mathematics, biological, chemical or protein modeling/engineering purposes.

Qualifications

- B.A. or B.S. in Biology, Microbiology, Biochemistry, Computer Science, Mathematics, Public Health or equivalent. Advanced degree preferred.
- 4+ years of related professional business experience.

Relationships

The Senior Project Manager Analyst works with the Bioinformatics Programmers and reports directly to the to the Director of Analysis.