



## **Project Manager – Laboratory Services**

EpiVax is seeking a dynamic Project Manager that will report directly to the Chief Scientific Operations Officer, within our research and development department, working specifically with our laboratory services team, for the management of client projects. The Project Manager will be responsible for managing all project activities including timeline/schedule development, project communication internally and with clients, status reporting, resource planning, data analysis and report compilation. As a key member of our team, you will be responsible for executing and overseeing projects from inception to completion, ensuring the highest standards of quality and efficiency.

### **Key Responsibilities:**

- Collaborate with scientific teams to plan, coordinate, and compile reports for both clients and internal research
- Define project milestones and allocate resources appropriately to meet program objectives on time and within budget
- Review interim and final reports before transmission to ensure accuracy and compliance with project objectives
- Manage all project and client communications, recording and tracking action items effectively
- Identify critical paths/activities, risks, and alternatives, and proactively manage them to mitigate potential issues
- Establish and maintain protocol-specific data analysis, review, and writing guidelines to meet the highest standards of quality control and assurance
- Partner with the Chief Scientific Operations Officer to strategize process improvement, project execution and departmental growth
- Contribute to the composition of relevant publications, posters, and abstracts
- Stay abreast of the latest scientific literature and advancements in relevant fields
- Perform any other duties as required by management

### **Required Knowledge and Skills:**

- Basic understanding of immunology, biology, or biochemistry particularly as they relate to immunogenicity.
- Experience with statistical and math related software such as GraphPad Prism.
- Exceptional written and verbal communication skills.
- Strong command of MS Office Suite.

### **Qualifications:**

- B.A. or B.S. in Immunology, Biology, Biochemistry, Public Health, Biotechnology Project Management, or equivalent.
- 2+ years of related professional business experience, preferred

*\*At this time EpiVax is not able to accept remote applicants for this position or candidates requiring visa sponsorship. \**