

## **Project Manager Job Description**

### **Overview:**

We are seeking a dynamic and highly skilled Project Manager to join our team. In this role, you will be responsible for overseeing and managing strategic projects for the company. Your primary focus will be to ensure the successful delivery of projects within scope, budget, and timeline, while fostering collaboration and communication among team members and different departments. The ideal candidate will possess strong soft skills, exceptional leadership abilities, and a deep understanding of interdisciplinary project management.

### **Key Responsibilities:**

#### **1. Project Planning and Execution:**

- Lead the planning, execution, and delivery of strategic projects.
- Develop project plans, timelines, and budgets, and ensure alignment with organizational goals and objectives.
- Monitor project progress, identify potential risks or issues, and implement effective mitigation strategies.
- Project progression data collection and analysis to identify critical areas and inefficient processes and to propose processes and resources optimization strategies.

#### **2. Team Leadership and Collaboration:**

- Foster a collaborative and inclusive team environment where team members feel empowered, motivated, and valued.
- Facilitate meetings and planning sessions to promote transparency, communication, and continuous improvement.
- Coach and mentor team members on project management principles, practices, and techniques to enhance productivity and efficiency.

#### **3. Stakeholder Management:**

- Establish and maintain strong relationships with key project stakeholders, including executives, and cross-functional teams.
- Communicate project status, updates, and milestones effectively to stakeholders, ensuring alignment and satisfaction throughout the project lifecycle.
- Proactively address stakeholder concerns or requests and facilitate consensus-building when necessary.

#### **4. Continuous Improvement:**

- Drive a culture of continuous improvement by encouraging experimentation, learning, and adaptation.
- Identify opportunities to streamline processes, improve workflows, and optimize team performance.
- Conduct regular project retrospectives to reflect on successes and challenges and implement action plans for improvement.

### **Qualifications:**

- Bachelor's degree in a science-related or technical field; Master's degree or PMP certification is a plus.
- Proven experience (5 years) as a Project Manager, preferably in a life-sciences environment (i.e. biotechnology, pharma, plant-health, agricultural solutions).



- Exceptional leadership, communication, and interpersonal skills, with the ability to inspire and motivate team members.
- Ability to thrive in a fast-paced, dynamic environment and manage multiple projects simultaneously.
- Strong problem-solving and decision-making skills, with a focus on delivering high-quality results.
- A collaborative mindset with a passion for driving innovation and continuous improvement.
- Expertise in project management tools and software implementation (e.g., JIRA, Trello, Asana) and Microsoft Office Suite.
- Knowledge on agile methodologies (e.g., Scrum, Kanban) and experience leading agile teams would be valuable.

**Benefits:**

- Competitive salary and benefits package.
- Opportunity to work with a talented and diverse team on exciting and multidisciplinary projects.
- Professional development and growth opportunities.
- Flexible work schedule and a supportive work environment.
- If you are a strategic thinker with a passion for project management and a desire to make a significant impact, we encourage you to apply for this exciting opportunity!