

Project Coordinator

Category: PC

Type: FT / Regular

Description: Reporting directly to the Project Manager, this position involves communicating with clients in order to schedule and plan multi-step processes including those taking place within the clean room cGMP facility, Engineering department, and the Quality Control laboratories. Patience and the enjoyment of working with people even in stressful situations are necessary. Constant communication with clients, vendors, and fellow employees is standard. The individual in this position must be versatile, able to accommodate the needs of a diverse array of clients. Spending time with clients during on-site visits is mandatory. Finally, a comprehensive understanding of Windows-based Microsoft Office applications is a requirement.

1. Communicate regularly with vendors, clients, and fellow employees.
2. Utilize software (MS Excel, MS Word, MS Project) to create schedules and outlines of client projects involving cGMP clean room facilities and QC laboratories.
3. Schedule and plan upcoming projects based on individual client needs.
4. Spend time with on-site visitors and participate in meetings with potential and current clients.
5. Work with other departments to fulfill client needs regarding documentation, auditing, quality testing, etc.

Requirements:

1. Prior Biotech/Biopharmaceutical experience required
2. Education background focusing in bioscience
3. Windows-based Microsoft Office applications experience
4. MS Word, MS Excel, MS Project

Location Burlington, MA

Minimum Experience (yrs): Experience in project management (2-3 yrs. preferred)

Required Education: Bachelor's degree or equivalent

Benefits:

Medical and Dental Insurance

Life/AD&D Insurance

Paid Time off (PTO)

Employer Paid Short and Long Term Disability Insurance

Educational Assistance

401(K) Plan

Flexible Spending Accounts

Please send your resume to slevesque@hyaluron.com

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