



careers

Project Manager – Health & Beauty

This position manages, tracks, and analyzes R&D projects within a growing medical device company specializing in professional (hospital) and consumer (OTC) health and beauty products. The Project Manager will have direct responsibility for the R&D project management system, including; assembling teammates and facilitating team meetings, updating progress on projects, managing critical path of assigned projects, authoring supporting validation and protocol documentation in congruence to governing Quality System and regulatory requirements, and assisting the VP of BD in resource management and contributing to achieving other departmental objectives.

This is a direct-hire opportunity which offers full-benefits, growth potential, a competitive salary package, and a positive dynamic work environment where you feel you are a part of and are contributing to the long term success of the company.

Primary Responsibilities:

- Develop and lead projects that will meet business objectives
- Manage multiple projects and oversee detailed design of products for Professional (Hospital) and Consumer Health markets.
- Collaborating with cross-functional teams to bring product ideas from feasibility to launch
- Communicate and work with all departments to keep them up to date on project status
- Developing timelines, milestones, and tracking budgets of new projects
- Coordinate in-house trials of new product concepts, submit samples for clinical/quality testing and analyze results
- Generate reports and design records, present results to team
- Mentor Project Manager Associate teammates
- Development, implementation of product enhancements to our standard product
- Compose design files, master device records for product launch
- Identify and assemble project team(s) and provides leadership and mentoring to assure effective project completion
- Delivers full project objectives on time and on budget
- Responsible for maintaining current and complete project management data and documents in professional project management software package

careers

Reporting:

This position reports presently to the VP of BD.

Job Requirements:

- BS in chemistry/biology/engineering or related fields
- 3 to 5 years of experience in medical, consumer health, and/or consumer health and beauty with emphasis on project management.
- MS or certification in project management a plus
- Proven track record in project management through all phases of product development; must be able to manage multiple projects at the same time
- Experience and/or interest in interacting with external resources, all functional areas internally, as well as with customers.
- Excellent time management skills and team skills
- Excellent verbal and written communication writing skills. Able to write clear evidenced/science based rationalizations and summations of testing and data.
- Knowledge of statistical/mathematical tools for data analysis
- Must demonstrate the ability to set and meet deadlines