


Evrys Bio

Job Title:	Project Manager Specialist	Job Category:	
Department/Group:	Evrys Bio	Job Code/ Req#:	
Location:	3805 Old Easton Road, Doylestown, PA 18902	Travel Required:	
Level/Salary Range:	Based on experience	Position Type:	Full-time
HR Contact:	Janice Rath	Date posted:	
Will Train Applicant(s):	no	Posting Expires:	
Applications Accepted By:			
E-mail: HR@evrysbio.com Subject Line: Attention HR: Project Management			
Job Description			
<p>Job Purpose: The qualified candidate will join an entrepreneurial team at an innovative biotech company dedicated to the discovery and development of small molecule antivirals. The individual will leverage his/her knowledge of pharmaceutical drug development operations to assist in the management of development projects and operational processes.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Assisting in the planning and implementation of projects • Helping to coordinate and manage project tasks and deliverables • Conducting administrative duties, such as setting up meetings, drafting invoices and drawing estimates • Tracking and reporting project progress • Liaising with project stakeholders concerning project details and deliverables • Works with company stakeholders to implement operational process for the company including (but not limited to) quality systems and document control. • Performing other duties assigned in an orderly and efficient manner <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree in pharmaceutical/clinical sciences with experience in project management or administrative assistance • Working knowledge and application of current FDA regulations, GMP, GCP and ICH guidelines • Detail and process oriented, strong organizational and time management skills • Critical thinking skills and ability to identify potential issues and develop effective solutions • Demonstrated ability to work independently and to collaborate effectively with cross-functional team members and external partners, using collaborative negotiation skills • Strong computer literacy, including proficiency in Microsoft Word, Excel, PowerPoint, and Project • Effective written and oral presentation communication skills • Commits to professional growth and continual improvement in order to fuel Evrys Bio's growth 			