

Latham BioPharm Group

Latham BioPharm Group (LBG) unites teams and technologies in the Life Sciences. We provide high level program management, technical, and strategic consulting services and have proven expertise in global health, biodefense, pandemic response, and strategic product development.

Title: Associate Consultant – Vaccine Product Development Project Manager

Position Reference: 20180003

Primary Location options: Baltimore, MD; Boston, MA; Winston-Salem, NC

Travel: Estimated to be 80%. Actual travel requirements are variable dependent on client requirements, employee primary location and are not a predetermined number of days per week or month.

Key Role:

We are seeking a full-time associate consultant to support LBG's vaccine Product Development Services offering in providing program management services to life sciences companies and institutions to advance novel life science products (therapeutics, vaccines, diagnostics and devices), primarily in the areas of chemical, biological, radiological and nuclear defense, infectious diseases and other public health threats. Specifically, LBG has a requirement for a near-full time onsite support Project Manager to support a vaccine development program located in Winston-Salem, NC. A minimum of a Bachelor of Science degree in a technical discipline from an accredited college or university and a minimum of 3-5 years of experience in the project management of life science product development programs, ideally vaccine development programs.

Job Duties:

Provide consulting services for LBG clients including, but not limited to:

- Providing project management support and work closely with the LBG Program Manager to manage the successful planning and delivery of their government and commercial programs.
- Leading/assisting in the management of day-to-day aspects of project including regular meetings, minutes, and required contractual reporting to both internal and external customers.
- Supporting client proposal development activities as required.
- Leading/supporting market research activities as required.
- Traveling to client sites as required.
- Adhering to LBG quality standards with regard to client deliverables.
- Other duties as assigned

Identify and sell new engagements for Company by supporting and/or leading in:

- Supporting the identification and selling of engagements for Company.
- Supporting the drafting and editing of proposals and engagement documents for Company's clients.
- Supporting the planning, tracking and follow-up on sales and marketing activities in pursuit of engagement opportunities

Create Company Intellectual Property

- Support the creation of internal tools, systems, methods and materials that help the Company perform more efficiently and with higher quality results.
- Support the creation and delivery of publications and presentations that support and build on the Company's reputation and recognition in its target markets.

Support the growth of the company and Employee's practice

- Support the management and overhead activities of the Company as agreed on an annual basis with company management. Activities might include but not be limited to the Company's Recruiting, Staff Training, Development and Mentoring, Staff Reviews, Engagement Economics, Internal Quality Standards, and the Development and Teaching of Company methods for its services.

Basic Requirements:

- BS degree in a technical discipline (biology, chemistry, physics, engineering, etc.) and a minimum of 3-5 years of experience managing various aspects of life science product development programs, ideally vaccine development programs.
- Experience managing projects/understanding of project management principles.
- PMP® certification or equivalent a plus.
- Professional communication style and 100% dedication to client satisfaction and support.
- Knowledge of MS Excel, Word, PowerPoint and Project.
- Excellent written and oral communication skills.
- Strong organizational skills.
- Ability to work independently or in collaboration with others.

Desirable Qualifications:

- Advanced degree from an accredited college or university in a technical discipline.
- Ability to manage workload and perform on multiple projects concurrently.
- Ability to conduct research, synthesize information and present findings or recommendations orally and in writing.
- Understanding of the federal grant/contract process.
- Knowledge of the biotechnology product development process.

Latham BioPharm Group offers a competitive base salary, annual bonus, professional career development and growth opportunities, medical, life, short and long-term disability, and 401K plan options. Interested applicants should forward their resume to employment@lathambiofarm.com for consideration. Please include the Position Reference in the subject of your email.

Latham BioPharm Group provides equal employment opportunities (EEO) to all employees.