

# Project Manager

## Job description

The Project Manager at Paradromics is responsible for the company's project plans & schedules to ensure timelines are met and stakeholders are informed. This includes monitoring and reporting on development, manufacturing, and electronics/programming project schedules, ensuring internal stakeholders as well as external suppliers meet their commitments, and ensuring alignment across all parties. This position will work closely with engineering personnel and suppliers to provide overall project management, ensure both cross-functional communication and proper documentation of the project throughout all stages of development.

## Required Skills & Experience

- 4+ years' experience as a Project Manager, preferably within a medical device company. Ideally experience in devices with active electronic devices (e.g. neuromodulation)
- Experience utilizing project management software (e.g., MS Project, etc.)
- Ability to work effectively in a team environment with a diverse group of people
- Organization and ability to attain results on several projects simultaneously
- Ability to quickly adapt to unexpected changes to project plans
- Ability to work independently under limited supervision to lead high visibility projects and execute in a timely manner
- Good oral and written communication skills
- Willingness to work in a fast-paced organization with shifting responsibilities
- Leadership on project teams, providing project management responsibilities with a main focus on concept to launch
- Experience coordinating between suppliers, manufacturers, and/or internal manufacturing engineering resources
- Familiarity with common software programs (e.g., Word, Excel and PowerPoint) and GSuite platform
- Experience working under ISO 13485 or FDA QSR requirements a plus

## Responsibilities

- Project planning and execution to ensure timely completion of tasks
- Planning, scheduling, and execution of activities within the framework of FDA Quality System Regulations and under FDA Design Controls.
- Project risks identification and mitigation
- Interface with all functional areas affected by the project including R&D, Engineering, Manufacturing, Quality, Regulatory, and suppliers
- Managing and reporting on project status and budgets; manages schedules and prepares status reports (written and verbal)
- Communication and engagement with stakeholders to ensure successful delivery of the project in alignment with all stakeholder needs and expectations
- Reviewing status of projects and budgets; manages schedules and prepares status reports
- Monitoring the project from initiation through completion

**Qualified candidates should send cover letter and resume to [HR@paradromics.com](mailto:HR@paradromics.com)**

- Developing mechanisms for monitoring project progress and for intervention and problem solving with project managers, line managers, and clients
- Experience working under ISO 13485 or FDA QSR requirements a plus

### **Education Requirements**

Bachelors Degree in an Engineering, Science or Technical field.

PMP certification a plus.

*Paradromics is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.*

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