



PRODUCT/PROJECT MANAGER - LAB PRODUCTS, QUADRANT BIOSCIENCES

Department: Operations

Reports to: Chief Operating Officer

COMPANY

This is a fantastic opportunity to join a rapidly growing company focused on developing novel molecular diagnostics and virtual care solutions to accelerate patient diagnoses and access to life-changing therapeutic treatments. Quadrant Biosciences works with top academic institutions, medical researchers and engineers to translate breakthrough findings into thoughtfully developed, scientifically sound applications. Starting with a simple saliva swab, we leverage next generation sequencing and the power of AI to develop accurate molecular diagnostics for a range of medical conditions including, autism spectrum disorder, concussion and Parkinson's disease. Quadrant Biosciences was recently highlighted on CNN, NPR, Bloomberg, and Huffington Post for its groundbreaking work.

JOB SCOPE

Responsibilities include but are not limited to:

- Overseeing laboratory epigenetics product life cycle
- Leading new product and application development and executing a successful product launch campaign
- Tracking progress and timelines across multiple departments
- Tracking revenue, margin, customer satisfaction, and market share objectives
- Manage cross functional team meetings and deliverables
- Planning and resource scheduling
- Contingency planning
- Presenting updates to executive management
- Drafting and maintaining detailed project documentation

KNOWLEDGE, SKILLS AND ABILITIES

- Self-driven and work well in a highly collaborative team environment
- Demonstrated experience managing multiple concurrent responsibilities and ability to adapt to rapid changes and a dynamic environment within a growing business
- Excellent communication, presentation, and time management skills
- Ability to hold others accountable for set timelines and due dates
- Experience with task and issue tracking software
- Excellent analytical skills
- Leadership experience with the ability to drive progress across a diverse set of teams
- Strong interpersonal skills and extremely resourceful

WORK ENVIRONMENTS AND HAZARDS

This position requires sitting for extended amounts of time with a majority of the tasks requiring typing at a computer station.

PHYSICAL DEMANDS

This position is mainly a stationary position involving sitting most of the time but may involve walking or standing for brief periods of time. May require lifting up to 20 pounds.

QUALIFICATIONS

- BA, BS or MS degree, or equivalent experience, in scientific discipline, business management, or related field
- 2+ years of project or product management experience in life sciences, biotechnology, biopharmaceutical, medical device, or related industry
- Experiences with Six Sigma/Lean Principles a plus but not required.
- Experience with FDA 21 CFR part 820 and/or ISO 13485 compliant design controls preferred
- Travel up to 10% of the time
- Experience or familiarity with epigenetics, NGS techniques, bioinformatic analysis concepts, and the assay development process

Quadrant Biosciences Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

MGMT-3072 (DOC-872) Ver. 0

Approved By:

[\(CO-241\) Implementation of MGMT-3072](#)

Description

Implementation of MGMT-3072 PRODUCT/PROJECT MANAGER - LAB PRODUCTS job description.

Justification

Job descriptions needed per FDA and Department of Labor requirements.

Assigned To:	Initiated By:	Priority:	Impact:
Allison Iles	Allison Iles	Medium	Minor

Version History:

Author	Effective Date	CO#	Ver.	Status
Bryan Greene	April 12, 2022 12:29 PM EDT	CO-241	0	Published