

The Survey Group's Biotechnology Compensation Survey in Partnership with The Massachusetts Biotechnology Council

Job Descriptions

RESEARCH (Jobs 001 – 022)

001-Vice President of Research and Development

Develops operating plan and strategizes objectives that support the company's research and development strategies. Determines overall organizational structure and allocations of managerial responsibilities. Provides leadership to direct others in solving complex problems. Reviews and approves all major projects. Exercises authority to implement and initiate projects. Participates with senior management in developing and establishing organizational and company policies. Makes final decisions on administrative and operational matters. Directs all major functions and activities within the research area. Integrates these functions and activities with those of other major organizations. Has demonstrated management and strategic planning skills. Represents the company in all related technical matters of high significance. Responsible for introduction of new technology enhancement into the research area. Responsible for the scientific and career growth of employees. Receives strategic guidance only. Requires a PhD in scientific discipline and 15 years' management experience.

Discovery Research

002-Scientific Director

Responsible for directing the activities of multiple sections or an entire program area in the research department through subordinate managers. Undertakes long- and short-term planning and supervision of projects that require interaction with business and manufacturing units. Makes decisions on work programs and monitors project and program costs. May conduct and collaborate with others on basic research relevant to long-term objectives and concerns. Collaborates on patent applications and manuscripts for publication. Develops strategies to ensure effective achievement of scientific/business objectives. Monitors and evaluates completion of tasks and projects. Develops budgets for capital expenditures, labor and contracts. Makes final decision on administrative or operational matters. Represents the organization as prime internal and customer contact on contracts or operations. Conducts briefing and technical meetings for top management and customer representatives. Instrumental in attracting and obtaining major new company business contracts. Requires a PhD in a scientific discipline and a minimum of 12 years' experience in a research environment.

003-Associate Scientific Director

Responsible for planning, coordinating and managing the activities of one or more sections or projects in the research department. Undertakes long- and short-term planning and supervision of projects, which generally require interaction with business and manufacturing units. Makes decisions on work programs and monitors project and program costs. May conduct and collaborate with others on basic research relevant to long-term objectives and concerns. Collaborates on patent applications and manuscripts for publication. Develops tactics to ensure effective achievement of scientific/business objectives. Monitors and evaluates completion of tasks and projects. Assists in developing budgets for capital expenditures, labor and contracts. Frequent contacts with equivalent inter-organizational managers and customer representatives concerning projects, operational decisions, scheduling requirements, or contractual clarifications. Conducts briefings and technical meetings for internal and external representatives including equivalent or above management. Requires a PhD in a scientific discipline and a minimum of 10 years' experience in a research environment.

004-Principal Scientist

Initiates, directs and executes scientific research and development that is critical to corporate strategies and image. Investigates the feasibility of applying a wide variety of scientific principles and concepts to potential inventions, products and problems. Makes major contributions to the scientific direction of the company including initiation of research that may lead to major new programs. Participates in development of patentable technology. May be responsible for management and professional development of research group. Plans and executes laboratory research. Maintains broad knowledge of state-of-the-art principles and theory. Makes important contributions to scientific literature and conferences. Exhibits an exceptional degree of sustained ingenuity, creativity and resourcefulness. Applies and/or develops highly advanced technologies, scientific principles, theories and concepts that may be new to the industry. May serve as consultant to top management in long-range corporate planning concerning new or projected areas of technological research and advancements. Key spokesperson to customer personnel on corporate capabilities and future efforts. May be instrumental in attracting and obtaining major new company business contracts and/or grants. Recognized as a scientific leader within the company. Requires a PhD in a scientific discipline and a minimum of 10 years' experience in a research environment. Expert knowledge of scientific principles and concepts is also required. As an alternative, post doctorate experience may be considered if combined with a minimum of 12 – 15 years related experience.

005-Senior Scientist

Initiates, directs and executes scientific research and development that is critical to corporate strategies and image. Investigates the feasibility of applying a wide variety of scientific principles and concepts to potential inventions, projects and problems. Plans and executes laboratory research. Maintains a broad knowledge of state-of-the-art principles and theory. Makes major contributions to scientific literature and conferences. Acts as spokesperson on corporate research and development. Participates in development of patent applications. May be responsible for management and professional development of research group. Interfaces with various departments. Projects require expert and extensive knowledge of advanced principles, theories and concepts in area of expertise. Contributes to the development of principles and concepts new to the field. Often acts as project leader. Serves as organization consultant and spokesperson on specialized projects or programs. Acts as advisor to top management and customers on advanced technical research studies and applications. Requires a PhD in a scientific discipline and a minimum of 5-10 years' experience or MS or equivalent with 8-10 years' experience in a research environment. Expert knowledge of scientific principles and concepts is also required. As an alternative, post doctorate experience may be considered if combined with a minimum of 12 – 15 years related experience.

006-Scientist II

Responsible for the initiation, design, development, execution and implementation of scientific research projects in collaboration with others, that are critical to corporate strategies and image. Investigates the feasibility of applying a wide variety of scientific principles and concepts to potential inventions and projects. Serves as in-house and outside consultant. Participates in development of patent applications. May manage and be responsible for professional development of research group. May coordinate interdepartmental activities and research efforts. Contributes to scientific literature and conferences. Projects require expert and extensive knowledge of state-of-the-art principles and theories in area of expertise. Uses professional concepts and company procedures to solve a wide range of complex scientific problems in creative and imaginative ways. May represent the organization as prime technical contact on contracts or projects requiring coordination across organizational lines. Provides intra/inter-group scientific leadership and training. Often acts as mentor and may act as project leader. Requires a PhD in a scientific discipline and a minimum of 2-5 years' experience or MS or equivalent with 8-10 years' experience in a research environment.

007-Scientist I

Designs, implements and executes scientific research and development projects in collaboration with a larger research team. Investigates the feasibility of applying a variety of scientific principles and concepts to potential inventions and products. Demonstrates potential for technical proficiency, scientific creativity, collaboration with others and independent thought. May coordinate interdepartmental activities and research efforts. Contributes to scientific literature and conferences. Projects require substantial knowledge of state-of-the-art principles and theories in area of expertise. Uses professional concepts and procedures to solve a wide range of difficult scientific problems in imaginative ways. Involved in intra/inter-group teams regarding project design and implementation. Provides scientific guidance and training to more junior staff. May directly supervise one or more members of research group. Requires a PhD in a scientific discipline and a minimum of 0-2 years' experience or MS or equivalent with 8-10 years' experience in a research environment.

008-Principal Research Associate

This position encompasses all the responsibilities of the Senior Research Associate, with either additional formal responsibility for supervising a distinct group, or additional technical responsibilities of a very independent nature that require the evaluation of tangible variance factors. If functioning in the more senior technical, versus supervisory, capacity this position would typically involve acting as the primary investigator in conducting his/her own experiments and would routinely exercise independent judgment in developing methods, techniques, and evaluation criteria for obtaining results. Has expert understanding of and ability to apply principles, theories and concepts in specialized area of responsibility, together with working knowledge of related disciplines. Projects require a high level of familiarity with current scientific literature together with the capability to select methods and techniques of obtaining solutions including the development of new scientific techniques. Typically leads department/project team in providing services or solutions to complex technical problems. Serves as consultant within area of expertise for other sections and/or divisions. Requires a BS or equivalent in a scientific discipline and a minimum of 8-10 years' related laboratory experience or an MS with 5-8 years' experience. In-depth knowledge of FDA laws is desirable.

009-Senior Research Associate

Responsible for performing research and development experiments for projects and products in collaboration with others. Uses professional concepts in accordance with company objectives to solve complex problems in creative and effective ways. Investigates, creates and develops new methods and technologies for project advancement. Regularly exercises technical discretion in design, execution and interpretation of experiments that contribute to project goals. Contributes to project process within scientific discipline through innovative research. Prepares technical reports, summaries, protocols and quantitative analyses. May participate in scientific conferences and make contributions to publications and patents. Has full understanding of and ability to apply established principles, theories and concepts in area of responsibility, together with a working knowledge of related disciplines. Projects require familiarity with current scientific literature together with capability to select methods and techniques for obtaining solutions within broadly defined practices and procedures. May be involved in teams, which include participation from other sections and/or divisions. May provide guidance to less senior personnel. May assume leading role in providing solutions to difficult, though defined, problems associated with specific projects. Requires a BS or equivalent in a scientific discipline and a minimum of 5-8 years' related laboratory experience, or MS or equivalent with 2-5 years' experience.

010-Research Associate

Responsible for performing research and development experiments for projects and products, in collaboration with others. Regularly exercises technical discretion in the design, execution and interpretation of experiments that contribute to project goals. Contributes to project process within scientific discipline through innovative research. Prepares technical reports, summaries, protocols and quantitative analyses. May participate in external seminars and scientific conferences. Has full understanding of and the ability to apply established principles, theories and concepts in area of responsibility. Projects may require familiarity with current scientific literature together with the capability to select methods and techniques for obtaining solutions within generally defined practices and policies. Contacts are primarily with direct supervisors and others in section or group for guidance and regarding status of work projects. May interact with other sections/divisions on routine matters. Requires a BS or equivalent in a scientific discipline and a minimum of 2-5 years' related laboratory experience, or MS or equivalent with 0-2 years' experience.

011-Research Assistant

Responsible for performing research and laboratory tasks for projects and products, in collaboration with others. Projects may require the exercise of technical discretion in the design, execution or interpretation of experiments. Makes detailed observations, analyzes data and interprets results. Prepares technical reports, summaries, protocols and quantitative analyses. Has an understanding and/or application of fundamental principles, theories and concepts in area of responsibility. Projects require the ability to read and understand relevant scientific literature. Contacts are primarily with direct supervisors and others in section or group for guidance and regarding status of work projects. Requires certificate, AS/BS or equivalent in a scientific discipline and a minimum of 0-2 years' related laboratory experience.

012-Senior Lab Assistant

Performs a variety of research/laboratory tasks and experiments under general supervision. Works on assignments that are moderately complex and where judgment is required in resolving problems and making routine recommendations. Maintains laboratory equipment and inventory levels of laboratory supplies. May make detailed observations, analyze data and interpret results, write experimental reports, summaries and protocols. May be responsible for limited troubleshooting and calibration of instruments and assisting in training of entry-level employees. Requires a high school diploma, preferably a biotechnology certificate, AS or equivalent experience with a scientific background. A minimum work experience of 2-4 years' related laboratory experience.

013-Lab Assistant

Performs a variety of research/laboratory tasks and experiments under general supervision. Works on assignments that are moderately complex and where judgment is required in resolving problems and making routine recommendations. Maintains laboratory equipment and inventory levels of laboratory supplies. May make detailed observations, analyze data and interpret results, write experimental reports, summaries and protocols. May be responsible for limited troubleshooting and calibration of instruments and assisting in training of entry-level employees. Requires a high school diploma, preferably a biotechnology certificate, AS or equivalent experience with a scientific background. A minimum work experience of 1-2 years' related laboratory experience.

014-Glasswasher

Responsible for washing and drying glassware and distributing it to appropriate locations within the laboratories. Maintains glass washing facility and performs routine maintenance on glass washing equipment. May sterilize glassware and other laboratory items in an autoclave. Generally works on assignments that are semi-routine in nature, and requires ability to reorganize deviation from accepted practices. Requires a high school diploma or equivalent. Should have a minimum of 0-2 years' laboratory experience.

Bioinformatics

015-Director, Bioinformatics

Directs the design, development and implementation of genomic databases through gathering, storing, and integrating novel genetic submissions. Develops and tests programs to analyze genetic information for application. Compares genetic sequences against established national databases to check accuracy of genetic submission and clarify gene function by comparing with similar sequences. Provides the organization with strategies to meet its business objectives. Through analysis, examines the relationship of detailed genetic profiles with disease indicators, in order to support the development of diagnostic assessments and therapeutic markers. Creates web-based tools to provide staff and business partners with new methods to explore genomic information. Requires MS or equivalent with 4-10 years of related experience and training.

016-Bioinformatics Scientist/Engineer

Develops gene discovery algorithms for integrating sequence-based/functional knowledge about genes to help scientists analyze and interpret gene-expression data. Analyzes DNA information and identifies opportunities and needs for innovative solutions for the analysis and management of biological data in relevant databases. Assists in the development of software and custom scripts to automate data retrieval, manipulation, and analysis; application of statistics, and visualization tools. May manage some of the processes involved in database design, interface design, and information processing. Provides leadership in the development, evaluation and deployment of gene centric information systems and works closely with scientists and other experimental departments in developing statistical and probabilistic methods for gene clustering/analysis. Other responsibilities may include the initiation and management of external relationships and collaborations with academic and commercial parties, evaluation of third party products and technologies, and management of acquisition and implementation. Requires an MS/PhD or equivalent in Bioinformatics, Statistics, Biochemistry, Mathematics, Molecular Biology or Computer Science, Computational Chemistry, or related field and 1-4 years of industry experience. Proficiency in programming languages like C/C++, Perl, SQL, HTML, and JAVA and knowledge of mixed operating systems environments (e.g. UNIX, Windows NT, Sybase, Oracle etc.) is required. Working knowledge of public domain bioinformatics data sources, public sequence databases, sequence assembly tools and gene expression analysis software is preferred.

017-Senior Bioinformatics Analyst/Programmer

Designs and develops software, databases, and interfaces for analyzing and manipulating genomic databases. Collaborates with Production to develop high throughput data processing and analysis capability, design and implement data queries, novel algorithms and/or visualization techniques. Maintains large-scale DNA databases and prepares data for utilization by other scientists. Monitors new data from public databases and cleans loaded data to satisfy quality control criteria. Works with the entire life science team to diagnose and fix issues with bioinformatics software. Provides direct technical and scientific customer support and helps guide, implement and maintain further improvements to Bioinformatics software. Requires an MS/PhD or equivalent experience in Molecular or Computational Biology, Computer Science, Mathematics/Statistics, Bioinformatics, or related field and 3-5 years' experience developing computational biology applications. Fluency in at least one of the following: C/C++, Perl, SQL, HTML, and JAVA and a working knowledge of relational databases and system administration is preferred. Familiarity with public sequence databases and standard sequence analysis tools is highly desirable.

018-Bioinformatics Analyst/Programmer

Designs and develops software, databases, and interfaces for analyzing and manipulating genomic databases. Collaborates with Production to develop high throughput data processing and analysis capability, design and implement data queries, novel algorithms and/or visualization techniques. Maintains large-scale DNA databases and prepares data for utilization by other scientists. Monitors new data from public databases and cleans loaded data to satisfy quality control criteria. Works with the entire life science team to diagnose and fix issues with bioinformatics software. Provides direct technical and scientific customer support and helps guide, implement and maintain further improvements to Bioinformatics software. Requires an MS/PhD or equivalent in Molecular or Computational Biology, Computer Science, Mathematics/Statistics, Bioinformatics, or related field and 1-3 years' experience developing computational biology applications. Fluency in at least one of the following: C/C++, Perl, SQL, HTML, and JAVA and a working knowledge of relational databases and system administration is preferred. Familiarity with public sequence databases and standard sequence analysis tools is highly desirable.

019-Molecular Modeler

Provides molecular modeling support for ongoing discovery research and applies computational techniques for the identification and optimization of hit/lead compounds. Other responsibilities include scientific leadership for the molecular modeling or computational design group, interaction with scientists of varied disciplines, new methods development, ligand design, pharmacophore development, library design and analysis, model development for virtual screening, and Quantitative Structural Activity Relationships (QSAR), protein structure and molecular simulations.

Requires a PhD degree in chemistry, biochemistry, computational chemistry or a related field, 5+ years of industrial experience. Expertise in all aspects of molecular modeling of small molecules in rational drug design including QSAR and Structure based design, predictive Drug Absorption, Distribution, Metabolism and Excretion (ADME), and/or library design in a drug discovery setting is preferred. Strong familiarity with principles of medicinal chemistry and knowledge of commercial modeling software packages, database searching, docking and scoring functions are also desirable. Systems administration knowledge and programming experience is a plus.

Animal Sciences

020-Facilities Manager/Supervisor, Animal Sciences

Supervises all activities and staff of the animal facility. Sets and maintains a high standard of animal husbandry according to AALAC guidelines and optimizes animal handling techniques based on scientific requirements of animal projects and Good Laboratory Practices (GLP). Ensures a smooth-running animal facility including stability of the lab environment, proper functioning of all equipment, appropriate levels of all supplies, and environmental monitoring (e.g. live sentinel). Responsible for processing requests for animals to be purchased, and for allocating space, time and resources for the company's animals. Hires, develops, manages, and appraises the animal facility staff. Requires a BS or equivalent in biological sciences or equivalent and a minimum 5 years experience in animal husbandry. Previous supervisory experience (3+ years) in an animal facility (biotech/pharmaceutical company) is required and AALAS certification at a technologist level is preferred.

021-Senior Animal Technician

Responsible for the daily care of research animals for experimental purposes. Coordinates with vendors and supervisor on operational, administrative and technical responsibilities. Performs some surgery and post-operative care as directed. Responsible for overseeing procurement of animals and supplies, preventive maintenance of facility equipment, cleaning of animal cages and racks, daily rounds and observation to check animal health status. Develops standard operating procedures and maintains records to comply with regulatory requirements. Requires a high school diploma or equivalent experience with 2-4 years of related laboratory experience.

022-Animal Technician

Responsible for the daily care of research animals for experimental purposes. Coordinates with vendors and supervisor on operational, administrative and technical responsibilities. Performs some surgery and post-operative care as directed. Responsible for overseeing procurement of animals and supplies, preventive maintenance of facility equipment, cleaning of animal cages and racks, daily rounds and observation to check animal health status. Requires a high school diploma or equivalent experience with 1-2 years of related laboratory experience.

OPERATIONS (Jobs 023 - 049)

023-Vice President, Operations

Has overall responsibility for pharmaceutical product development/technology transfer and product manufacture according to Food and Drug Administration (FDA) guidelines, Good Manufacturing Practices (GMP) and ISO 9000 requirements for clinical trials of Investigational New Drugs (IND) and approved New Drug Applications (NDA) materials. Identifies personnel needs, trains, develops and motivates subordinates in product development, plant operations, facility maintenance, process and equipment validations. Is responsible for optimizing production of existing products manufacturing; assuring compliance with GMP and National Regulatory Commission (NRC) regulations; operations budget including capital requirements; improving productivity of the vial inspection process; facilitating technology and manufacturing process transfer; providing product for applicable clinical trials as required to support US NDA file; and supporting program development as appropriate to decisions regarding market opportunities. Requires a PhD in engineering or other scientific discipline, 10-12 years' experience or MS or equivalent in engineering and 15+ years' management experience.

Process/Product Development

024-Director, Product/Process Development

Directs the development, planning and implementation of product and process development for new products and technologies from the laboratory through pilot plant and manufacturing scale. Provides strategic direction, tactical oversight and technical expertise for all activities within the Product/Process Development area. Oversees production schedules, materials, equipment and manpower requirements. Formulates and recommends manufacturing policies and programs to maximize yields and reduce costs. Develops budgets for labor and capital expenditures. Represents departmental activities as needed, including project teams, task forces, audits and business or technical meetings with outside groups. Requires a PhD in Chemistry, Biochemical Engineering, Biochemistry, Microbiology, or a related discipline with 7-10 years in all aspects of process/product development, or BS/MS or equivalent with 12+ years of relevant experience. Experience with cGMP, GLP, process development/scale-up and methods/process validation is preferred.

025-Process Development Supervisor

Supervises one or more of the functional areas (such as fermentation or purification) within process development with responsibility for designing and scaling-up production processes from laboratory scale through pilot plant scale, and transferring production processes to the manufacturing department. Plans and implements the development of new process formulas, establishing instrument and operating equipment specifications and improving manufacturing techniques to maximize product yield and reduce manufacturing costs. May act as liaison with research and manufacturing departments to ensure processes and designs are compatible. Requires a BS/MS or equivalent with 5-8+ years of experience implementing scale-up processes.

026-Senior Process Development Associate

Responsible for evaluating, improving and scaling-up manufacturing processes in order to improve product yield and reduce overall costs of production. Executes small-to-medium scale production work, which may involve cell culture, fermentation, purification and/or chromatography. Additionally, assists with maintenance of production equipment. May research and implement new methods and technologies to enhance operations and may assist in validation of production processes. Requires a BS/MS or equivalent and 5-7 years of experience in the development and optimization of manufacturing processes.

027-Process Development Associate

Responsible for evaluating, improving and scaling-up manufacturing processes in order to improve product yield and reduce overall costs of production. Executes small-to-medium scale production work, which may involve cell culture, fermentation, purification and/or chromatography. Additionally, assists with maintenance of production equipment. May research and implement new methods and technologies to enhance operations and may assist in validation of production processes. Requires a BS/MS or equivalent and 0-5 years of experience in the development and optimization of manufacturing processes.

Manufacturing and Production

028-Director, Manufacturing

Responsible for the development, implementation, and ongoing support of manufacturing business systems including clinical and commercial production activities. Ensures plans and resources (employees, facilities, supplies etc.) are efficiently utilized to ensure uninterrupted supply of products produced. Oversees the hiring, development, retention and optimal performance of staff for the leadership and execution of manufacturing operations. Develops comprehensive operating plans and budgets and monitors achievement of business and financial goals. Responsible for the development of effective working relationships with both internal and external partners. Requires a BS or equivalent in the sciences; MS is preferred and a minimum of 8+ years of experience in all aspects of the manufacturing process in a pharmaceutical or biotechnology environment. Previous management or project experience is required and knowledge of GMP and GLP is preferred.

029-Manager, Manufacturing

Responsible for the production operations associated with the manufacture of all GMP products. Develops weekly/monthly goals and schedules for supervisors and manages activities through shift or unit supervisors. Oversees progress of supervisors' daily schedules to ensure safe and timely completion of releasable products. Is the point person for technical and compliance issues and liaisons with internal groups (QA, QC, Regulatory etc.) to facilitate issue resolution. Ensures functional unit's compliance with GMP and all its related elements such as facilities, documentation (SOPs and validation protocols etc.), training, reports and records. May be required to negotiate process-manufacturing agreements or manage external manufacturing contracts. Requires a BS or equivalent in a relevant science or engineering discipline and a minimum of 5-8 years experience in a biotechnology manufacturing/quality/development environment. Thorough knowledge and understanding of cGMPs and familiarity with FDA guidelines is required.

030-Supervisor, Manufacturing

In small to medium size companies the supervisor supervises the transference of cell culture/fermentation methods from research and development to manufacturing. Supervises and maintains purification production methods, processes and operations for new or existing products. Implements and maintains production schedules and manpower requirement. Directly provides guidance to employees to ensure operations meet GMPs. Provides general supervision over a work group, assigning tasks and checking work at regular intervals. Other key responsibilities may include interacting with outside vendors and departments, scheduling validation activities, training operators, and writing/approving Maintenance Work Requests, Engineering and Facility Change Requests, and Purchase Requisitions. In large companies, separate supervisors will be used for cell culture/fermentation and purification processes. Requires a BS or equivalent with a minimum of 3-5 years' experience in all aspects of the manufacturing process in a pharmaceutical or biotechnology environment. Working knowledge of cell culture, aseptic and scale-up operations in accordance with cGMPs is required.

031-Senior Manufacturing Associate

Performs a variety of complex tasks under general guidance and in accordance with current GMPs. Plays a role in implementing new technology into the manufacturing process or in starting up a new manufacturing area. Performs some or all of the following in strict accordance with Standard Operating Procedures (SOPs): fermentation, protein purification, solvent extraction, tissue culture, preparation of bulk solutions, non-critical aseptic fills of buffers, filling and labeling of vials under sterile and non-sterile conditions, large scale bioreactor operations, critical small or large volume sterile fills, aseptic manipulation of cell cultures. Operates with minimal supervision complex systems and equipment and optimizes their use in manufacturing in accordance with defined goals. May participate in plant trials for evaluating process modifications. Troubleshoots processing problems, bringing unusual problems (i.e., potential deviations) to the attention of the supervisor. Assists in the implementation of production procedures to optimize manufacturing processes. Monitors processes and results and suggests methods to ensure process success. May attend research meetings related to the transfer process of new products. Organizes own daily workload schedule and relevant resource requirements. May provide training to new personnel in a specific technical process. Participates in authoring complex, explicit documentation for manufacturing operations. Requires an AS or equivalent with 8+ years' related work experience or BS or equivalent in biology or related life science and a minimum of 4-7 years' experience. Detailed knowledge of purification systems and familiarity with regulatory and Standard Operating procedures is required.

032-Manufacturing Associate

Performs a variety of complex tasks under general guidance and in accordance with current GMPs. Plays a role in implementing new technology into the manufacturing process or in starting up a new manufacturing area. Performs some or all of the following in strict accordance with Standard Operating Procedures (SOPs): fermentation, protein purification, solvent extraction, tissue culture, preparation of bulk solutions, non-critical aseptic fills of buffers, filling and labeling of vials under sterile and non-sterile conditions, large scale bioreactor operations, critical small or large volume sterile fills, aseptic manipulation of cell cultures. Operates with minimal supervision complex systems and equipment and optimizes their use in manufacturing in accordance with defined goals. May participate in plant trials for evaluating process modifications. Troubleshoots processing problems, bringing unusual problems (i.e., potential deviations) to the attention of the supervisor. Assists in the implementation of production procedures to optimize manufacturing processes. Monitors processes and results and suggests methods to ensure process success. May attend research meetings related to the transfer process of new products. Organizes own daily workload schedule and relevant resource requirements. May provide training to new personnel in a specific technical process. Participates in authoring complex, explicit documentation for manufacturing operations. Requires an AS or equivalent with 4-8 years' related work experience or BS or equivalent in biology or related life science and a minimum of 2-4 years' experience. Detailed knowledge of purification systems and familiarity with regulatory and Standard Operating procedures is required.

033-Senior Manufacturing Technician

Responsible for assisting manufacturing in specific product-related operations in cell culture/fermentation. Operates and maintains production equipment as it relates to cell culture/fermentation (i.e., fermenters, bioreactors, cell harvests and separation operations). May also assist manufacturing in production-scale protein purification and manufacturing of final products. Weighs, measures and checks raw materials to assure proper ingredients and quantities. Prepares media and buffer components. Maintains records to comply with regulatory requirements and assists with in-process testing. Requires a BS or equivalent in biology or related life science and 1-4 years' experience.

034-Manufacturing Technician

Responsible for assisting manufacturing in specific product-related operations in cell culture/fermentation. Operates and maintains production equipment as it relates to cell culture/fermentation (i.e., fermenters, bioreactors, cell harvests and separation operations). May also assist manufacturing in production-scale protein purification and manufacturing of final products. Weighs, measures and checks raw materials to assure proper ingredients and quantities. Prepares media and buffer components. Maintains records to comply with regulatory requirements and assists with in-process testing. Requires a high school diploma or equivalent, certificate in Biomanufacturing, AS degree or equivalent experience plus a minimum of 0-2 years' related work experience in a manufacturing environment.

035-Senior Manufacturing Instrumentation / Calibration Technician

Maintains, tests, troubleshoots and repairs a variety of circuits, components, analytical equipment and instrumentation. Calibrates instrumentation and performs validation studies. Specifies and requests purchase of components. Analyzes results and may develop test specifications and electrical schematics. Performs continuous monitoring of equipment status, condition and location. Prepares required documentation for the recording and notification of events and changes related to equipment such as calibration certificates, deviations, out of tolerances and installation reports. Requires an AS or equivalent in electronics technology or equivalent technical training related to mechanics or instrumentation and a minimum of 4-7 years' experience with instrumentation, problem diagnosis and repair. Knowledge and understanding of measurement parameters and experience working in a GMP environment is preferred.

036-Manufacturing Instrumentation / Calibration Technician

Maintains, tests, troubleshoots and repairs a variety of circuits, components, analytical equipment and instrumentation. Calibrates instrumentation and performs validation studies. Specifies and requests purchase of components. Analyzes results and may develop test specifications and electrical schematics. Performs continuous monitoring of equipment status, condition and location. Prepares required documentation for the recording and notification of events and changes related to equipment such as calibration certificates, deviations, out of tolerances and installation reports. Requires an AS or equivalent in electronics technology or equivalent technical training related to mechanics or instrumentation and a minimum of 2-4 years' experience with instrumentation, problem diagnosis and repair. Knowledge and understanding of measurement parameters and experience working in a GMP environment is preferred.

Materials Management

037-Purchasing Manager

Through subordinate supervisors or professional staff, plans, organizes and manages the procurement of all materials, equipment and services necessary for the operation of the organization. Reviews proposals for price, delivery time and quality and then selects supplier. Monitors the cost, schedule and performance factors of major subcontractors. Researches and develops sources of supply for assigned commodities. Requires a BS or equivalent and 10+ years of related experience.

038-Purchasing Agent

Responsible for planning, organizing, directing and controlling purchasing activity for all production and non-production related goods and services required to support the manufacturing plant. Purchasing activities include supplier selection and the negotiations with suppliers for price, quality, timeliness of delivery, specifications, value improvement programs, contract administration, requisition review, and purchase order execution. Other responsibilities include maintaining knowledge of market conditions and advising management on purchasing alternatives to assure a continued flow of materials to meet production and sales requirements. Requires a BS or equivalent and 8-10 years experience. Effective negotiation, persuasion and communication skills are also required.

039-Buyer

Responsible for obtaining materials, components, equipment and services. Checks requisitions, obtains quotations, examines bids and makes awards. Coordinates purchasing activities with manufacturing, service and engineering departments, maintaining inventory at planned levels. As required, monitors the cost, schedule and scope aspects of assigned subcontracts. Requires a BS or equivalent and 3-5 years of related experience.

040-Material Handler

Responsible for the collection and distribution of materials between departments and the shipping department. Wraps and protects materials for safe transportation or warehouse storage. Loads and unloads materials on/ from freight vehicles, and stacks items in inventory. Other responsibilities may include lifting heavy loads (in excess of 70 lbs), operating a forklift, inspecting received goods, performing inventory reconciliation, updating inventory databases, weighing and dispensing materials for manufacturing. Requires a high school diploma or equivalent and a valid driver's license. Forklift experience and the ability to lift heavy loads is desirable.

Aseptic Fill

041-Aseptic Fill Supervisor

Supervises all aseptic filling activities in accordance with GMPs, GLPs and SOPs regulations. Areas of responsibility include equipment/component preparation, sterilization and sanitation of aseptic filling rooms. Manages work group, assigns tasks and checks work. Reviews and processes Batch Production Records. Additional responsibilities include hiring, developing, and overseeing the training of new employees. Requires a BS or equivalent in Biology, Chemistry, or related area plus a minimum of 3-5 years of supervisory experience in a pharmaceutical environment preferably in aseptic filling.

042-Aseptic Fill Research Associate

Implements production procedures to optimize the aseptic fill manufacturing processes in accordance with GMP regulations. May assist process development in developing scalable processes to improve yield and reduce cost for aseptic fill manufacturing systems. Other responsibilities may include filling, labeling and packaging of products, or the operation/maintenance of production equipment. Requires a BS or equivalent in a scientific discipline or equivalent and a minimum of 0-2 years' experience in an aseptic fill manufacturing environment.

043-Aseptic Fill Technician

Assists in the operation and maintenance of production systems. Other responsibilities may include setting up, changing-over and operating labeling and packaging equipment. Requires a BS or equivalent in a scientific discipline for senior-level positions or an AS or certificate in Biomanufacturing for entry-level positions and a minimum of 0-2 years' work experience in an aseptic fill manufacturing environment. Knowledge of manufacturing procedures and federal regulations pertaining to manufacturing processes is preferred.

Facilities Management

044-Facilities Manager

Manages the design, planning construction and maintenance of equipment, machinery, buildings and other facilities. May have responsibility for health and safety standards. Plans, budgets and schedules facility modifications including estimates on equipment, labor, materials and other related costs. Oversees the coordination of building space allocation and layout, communication services and facilities expansion. Requires a BS or equivalent and a minimum of 5 years' experience in maintenance trades and knowledge of building codes.

045-Facilities Technician

Performs daily monitoring, repair, and preventative maintenance activities on critical systems and facility equipment. Troubleshoots, installs and modernizes new and existing systems, including refrigeration equipment, water systems, HVAC systems, and electrical systems. Documents repairs, adjustments, and replacement of equipment and/or components per GMP standards. May also provide input and corrections to Standard Operation Procedures (SOPs) and assist engineering in the evaluation of new equipment or technology. Requires an AA/AS or Certificate of Completion at a 2-year technical school in the mechanical/electrical field or a high school diploma or equivalent with 5+ years of experience in GMP maintenance. Knowledge of major trades, such as carpentry, electrical, plumbing, and HVAC/refrigeration including the ability interpret blueprints, technical manuals and specifications are required. Experience in a pharmaceutical or bio pharmaceutical environment is preferred.

046-Shipper/Receiver

Responsible for loading or unloading, checking, storing, moving and recording the movement of supplies, raw materials, equipment and products to and from internal departments, external suppliers and/or customers. Other responsibilities include preparing bills of lading, invoices, requisitions and other documents, routing shipments, reviewing receipt of all materials and verifying quantities, and ensuring outgoing shipments are packaged according to specification. Requires a high school diploma or equivalent. Previous experience and knowledge of shipping and couriers is a plus. A valid driver's license may be required for some positions.

Environmental Health & Safety

047-Manager, Environmental Health & Safety

Responsible for the research, coordination, implementation, and management of environmental issues including waste disposal, air/water quality, pollution control, hazardous waste, and land management. Oversees permit applications and performs environmental regulatory reviews. Performs periodic inspections of facility operations, participates in reviews of other facilities' environmental activities and participates in environmental audits. Develops and maintains appropriate documentation to assure compliance with governmental regulations. Additional duties include the development and management of programs to meet regulatory requirements, including corrective actions, monitoring and reporting to environmental agencies when required. Requires a BS or equivalent in Environmental, Civil or Chemical Engineering, or related discipline, MS is preferred, and a minimum of 5-7 years' environmental engineering experience

048-Occupational Health & Safety Specialist

Responsible for monitoring safety programs within the company. Inspects plants, work areas and field sites to ensure compliance with company safety policies, OSHA, DOT and all federal, state and local regulatory safety requirements. Establishes safety awareness programs to maintain safe work practices among employees (i.e., confined spaces, toxic exposure, medical and health related safety issues). Evaluates equipment and workspace for safety and ergonomics. Recommends proper safety equipment for employees. May monitor drug-testing programs. Monitors employee exposure to noise, heat/cold, air quality, work-related trauma, chemicals and hazardous materials. May assist employees in designing reasonable accommodations in accordance with ADA requirements. Accompanies safety, health and insurance inspectors on walk-through tours. Documents all accidents, safety violations and unsafe conditions and may assist in managing worker's compensation claims and return-to-work programs. Requires a BS/BA or equivalent with 3-5 years of related experience.

049-Environmental Health & Safety Technician

Responsible for water and air sampling and monitoring, processing permits, calibration and maintenance of scientific monitoring, data collection, and routine analysis. Installs and services recording instruments; maintains physical stations where data is collected, inspects stations records to ensure quality assurance and preventative maintenance procedures are conducted properly. May conduct special studies such as toxic water monitoring, biological monitoring, and air/water pollutant investigations and recommend corrective actions. Records and maintains periodic data logs and information files. Typically works from drawings, specifications, diagrams, schematics and specific verbal and written instructions. Requires a high school diploma or equivalent with some specialized or technical training in environmental sciences, chemistry, math, hydrology, ecology, toxicology or a related field. A two or three year community college program in environmental technology is preferred. Working knowledge in sampling, data collection and analysis, pollution complaint investigations, instrument calibration, environmental law or experience in assessing environmental conditions is desirable.

QUALITY (Jobs 050 – 062)

050-Director, Quality

Responsible for short and long term goals of quality control (QC) laboratory efforts in support of IND, NDA and commercial products and other milestones. Formulates and recommends quality assurance (QA) policies and programs. Develops departmental budget for quality assurance and quality control, including defining materials, equipment and personnel needs. Directs QC staff and daily operations to include: release and stability testing, in-process testing, QC inspections and audits, QC documentation, equipment maintenance and calibration and QC laboratory design and maintenance. Manages GMP material control program to include: QC materials management including labeling and storage, QC materials inventory and use and materials lot control. Oversees component and finished product stability program, transfer of validated methods to routine use, and participation of QC staff in support of validation of methods and equipment. Establishes and directs QC control programs and GMP training programs. Reviews and approves reports and other documentation prepared by QA and QC for regulatory submissions/inspections. Assures finished products conform to government and company standards and satisfies GMP regulations. Requires a BS/MS or equivalent in chemistry or equivalent science and 6-10 years plus in chemistry, quality control and/or laboratory management positions plus experience in GMPs/GLPs.

Quality Control

Chemistry

051-Chemistry QC Manager/Supervisor

Supervises the development, implementation and maintenance of quality control systems and activities. Oversees development and implementation of standards, methods and procedures for inspecting, testing and evaluating the precision, accuracy, efficacy and reliability of products. Coordinates interdepartmental activities. Develops budgets and monitor expenditures. Provides guidance to employees and supervises the work group. Responsible for regulatory inspections and findings including all follow-up. Requires a BS/MS or equivalent in a related discipline or equivalent and a minimum of 3-5 years' experience with documentation and implementation of quality control systems.

052-Senior Chemistry QC Analyst

Conducts routine and non-routine analysis of raw materials, in-process and finished formulations under supervision and according to Standard Operating Procedures (SOPs). Compiles data for documentation of test procedures and prepares reports. Calibrates and maintains lab equipment. Reviews data obtained for compliance to specifications and reports abnormalities. Revises and updates SOPs. May perform special projects on analytical and instrument problem solving. Requires a BS/MS or equivalent in a scientific discipline and a minimum of 3-7 years' experience. Previous experience in microbiology, chemistry or biochemistry is required.

053-Chemistry QC Analyst

Conducts routine and non-routine analysis of raw materials, in-process and finished formulations under supervision and according to Standard Operating Procedures (SOPs). Compiles data for documentation of test procedures and prepares reports. Calibrates and maintains lab equipment. Reviews data obtained for compliance to specifications and reports abnormalities. Revises and updates SOPs. May perform special projects on analytical and instrument problem solving. Requires a BS or equivalent in a scientific discipline and a minimum of 1-3 years' experience. Previous experience in microbiology, chemistry or biochemistry is required.

054-Chemistry QC Technician

Performs a wide variety of inspections, checks, tests and sampling procedures for the manufacturing process according to Standard Operating Procedures (SOP). Performs in-process inspection and documents results. Monitors critical equipment and instrumentation. Writes and updates inspection procedures and checklists as necessary. Requires a high school diploma, Biotech Certificate, AS degree or equivalent with a scientific background and a minimum of 0-5 years in quality control systems with knowledge of good manufacturing practices (GMPs).

Microbiology

055-Microbiology QC Supervisor

Designs, implements and validates microbiological testing protocols and recommends appropriate microbiological specifications for raw materials, key reagents, bulk and finished products. Establishes Standard Operating Procedures (SOPs) and other key documentation systems for microbiological and environmental testing. Designs and implements validation studies for process sterilization and autoclave cycles. Establishes environmental monitoring programs to support GMPs. Requires a BS/MS or equivalent in microbiology, and a minimum of 1-2 years' experience with documentation and implementation of microbiological and environmental control systems.

056-Microbiology QC Microbiologist

Performs routine microbiological testing of raw materials, in-process samples and finished formulations according to Standard Operating Procedures (SOPs). Conducts routine environmental monitoring of GMPs, manufacturing areas, equipment and processes according to established procedures. Calibrates and maintains microbiology laboratory equipment. Compiles and analyzes data for documentation of test results and prepares related reports. Revises and updates standard operating procedures as necessary. Requires a BS or equivalent in microbiology and 0-5 years' work experience.

Quality Assurance

057-QA Manager/Supervisor

Assures that products, processes, facilities and systems conform to quality standards and governmental regulations; conducts internal audits to monitor processes, facilities and systems. Conducts raw materials audits. Reviews and approves operating procedures in Manufacturing and Quality Control departments. Assures that the Equipment Calibration Program complies with the GMPs requirements. Coordinates interdepartmental activities. Develops budgets and monitors expenditures. QA supervisory positions require BS or equivalent in biological science and a minimum of 3-5 years' related experience in quality assurance and/or quality control. Managerial positions require BS/MS or equivalent in a biological science with a minimum of 5-8 years plus related experience.

058-QA Documentation Specialist

Provides required documentation and implements documentation systems. Ensures the accuracy and completeness of the QA document system, performs daily filing, organizes contents and revises the table of contents. Processes, dates, issues and tracks batch record and other documentation. Maintains and updates the document control and tracking databases. Coordinates the review and revision of procedures, specifications and forms. Issues, distributes and updates controlled manuals. Assists in the compilation of regulatory filing documents and maintains computerized files to support all documentation systems. May assist the QA Manager in the training and orientation of Junior Documentation Specialists. Requires a BS/MS or equivalent in a related field and a minimum of 2-5 years' experience in GMP Documentation Control documentation, quality assurance, or equivalent.

059-QA Documentation Coordinator

Responsible for providing clerical and administrative support related to documentation system requirements/maintenance. Audits all documentation manuals to assure they are accurate and up-to-date, and available to appropriate personnel. Maintains filing of all master documents and assists in all microfilming and archiving activities. Requires a high school diploma, Biotech Certificate, AS or equivalent and a minimum of 2-4 years' experience, preferably in documentation or quality control/assurance.

Validation

060-Validation Manager

Is responsible for managing, developing and implementing validation protocols and test procedures to ensure products meet with appropriate regulatory agency validation requirements, internal company standards and industry current practices. Oversees and reviews validation area processes and procedures. Makes recommendations for changes and improvements. May manage through subordinate supervisors the coordination of the activities of a section or department with responsibility for results in terms of costs, methods and employees. Requires a BS/MS or equivalent in a scientific discipline with 5-7 years' experience.

061-Senior Validation Specialist

Responsible for developing and recommending validation strategies and designing studies for the purpose of providing documented evidence that a system, equipment, method, or process has been validated. Conducts and processes qualifications programs, writes detailed protocols and reports to document the validation of systems/ equipment and provides validation support for facility and utility expansion, compliance upgrades, etc. Develops and implements solutions to validation issues. Requires a BS or equivalent in a scientific, engineering or other related technical field with a minimum of 3-5 years experience in a regulated industry. Knowledge of current industry practices and cGMP requirements related to validation tasks is required.

062-Validation Specialist

Responsible for developing and recommending validation strategies and designing studies for the purpose of providing documented evidence that a system, equipment, method, or process has been validated. Conducts and processes qualifications programs, writes detailed protocols and reports to document the validation of systems/ equipment and provides validation support for facility and utility expansion, compliance upgrades, etc. Develops and implements solutions to validation issues. Requires a BS or equivalent in a scientific, engineering or other related technical field with a minimum of 3 years experience in a regulated industry. Knowledge of current industry practices and cGMP requirements related to validation tasks is required.

CLINICAL RESEARCH & REGULATORY AFFAIRS (Jobs 063 - 076)

063-Director, Clinical Research

Directs the design, implementation and monitoring of clinical trials, preparation of integrated medical reports, INDs, Investigational Device Exemptions (IDE), periodic reports New Drug Applications (NDAs) and Biological License Applications (BLAs), etc. Oversees decisions on recruitment/selection of new investigators, contract research organizations and outside vendors. Directs planning and implements all activities required to conduct and monitor complex clinical trials and ensures that Good Clinical Practices (GCP) are followed. Monitors site visits pre-study, at study initiation, at regular intervals during the study and at study close-out. Directs investigator performance and adherence to protocol, and proactively addresses conduct issues and enrollment problems, as necessary. Ensures that Case Report Forms (CRF) are reviewed in a timely fashion and submitted to the data management group. Monitors the compilation/writing of integrated medical reports and clinical sections of INDs, IDEs, New Drug Applications (NDAs) and Biological License Applications (BLAs), etc. Prepares manuscripts for technical journals and makes presentations at scientific meetings. Requires a BS/MS or equivalent in a scientific or health care field (e.g., nursing, pharmacy, physician's assistant) and 8-10 years plus experience in the pharmaceutical or device industry including relevant clinical research experience.

064-Manager, Clinical Research

Supervises design and writing of protocols, case report forms and informed consent forms for clinical trials. Supervises the design, implementation and monitoring of clinical trials, preparation of integrated medical reports, INDs, Investigational Device Exemptions (IDE), periodic reports New Drug Applications (NDAs) and Biological License Applications (BLAs), etc. Makes decisions on recruitment/selection of new investigators, contract research organizations and outside vendors. Manages planning and implements all activities required to conduct and monitor complex clinical trials and ensures that Good Clinical Practices (GCP) are followed. Monitors site visits pre-study, at study initiation, at regular intervals during the study and at study close-out. Manages investigator performance and adherence to protocol, and proactively addresses conduct issues and enrollment problems, as necessary. Ensures that Case Report Forms (CRF) are reviewed in a timely fashion and submitted to the data management group. Monitors the compilation/writing of integrated medical reports and clinical sections of INDs, IDEs, New Drug Applications (NDAs) and Biological License Applications (BLAs), etc. Prepares manuscripts for technical journals and makes presentations at scientific meetings. Requires a BS/MS or equivalent in a scientific or health care field (e.g., nursing, pharmacy, physician's assistant) and 5-8 years plus experience in the pharmaceutical or device industry including relevant clinical research experience.

065-Senior Clinical Research Associate

Is key participant in the design, implementation and monitoring of clinical trials, preparation of integrated medical reports, INDs, Investigational Device Exemptions (IDE), periodic reports, New Drug Applications (NDAs) and Biological License Applications (BLAs), etc. Participates in design and writing of protocols, case report forms and informed consent forms for clinical trials. Productive in recruitment/selection of new investigators, contract research organizations and outside vendors. Responsible for planning and implementing all activities required to conduct and monitor complex clinical trials and ensures that Good Clinical Practices (GCP) are followed. Conducts site visits pre-study, at study initiation, at regular intervals during the study and at study close-out. Monitors investigator performance and adherence to protocol, and proactively addresses conduct issues and enrollment problems, as necessary. Ensures that Case Report Forms (CRF) are reviewed in a timely fashion and submitted to the data management group. Involved in the compilation/writing of integrated medical reports and clinical sections of INDs, IDEs, New Drug Applications (NDAs) and Biological License Applications (BLAs), etc. Assists in preparation of presentations and manuscripts of scientific meetings and technical journals. Attends scientific/professional meetings and training courses as appropriate. Requires a BS or equivalent in a scientific, health care field (e.g., nursing, pharmacy, physician's assistant), or related field and 4-7 years' experience in the pharmaceutical or device industry including relevant clinical research experience. Knowledge of FDA regulatory requirements is preferred.

066-Clinical Research Associate

Is key participant in the design, implementation and monitoring of clinical trials, preparation of integrated medical reports, INDs, Investigational Device Exemptions (IDE), periodic reports, New Drug Applications (NDAs) and Biological License Applications (BLAs), etc. Participates in design and writing of protocols, case report forms and informed consent forms for clinical trials. Productive in recruitment/selection of new investigators, contract research organizations and outside vendors. Responsible for planning and implementing all activities required to conduct and monitor complex clinical trials and ensures that Good Clinical Practices (GCP) are followed. Conducts site visits pre-study, at study initiation, at regular intervals during the study and at study close-out. Monitors investigator performance and adherence to protocol, and proactively addresses conduct issues and enrollment problems, as necessary. Ensures that Case Report Forms (CRF) are reviewed in a timely fashion and submitted to the data management group. Involved in the compilation/writing of integrated medical reports and clinical sections of INDs, IDEs, New Drug Applications (NDAs) and Biological License Applications (BLAs), etc. Assists in preparation of presentations and manuscripts of scientific meetings and technical journals. Attends scientific/professional meetings and training courses as appropriate. Requires a BS or equivalent in scientific field and 2-4 years related experience. Knowledge of FDA regulatory requirements is preferred.

067-Senior Biostatistician

Responsible for the statistical integrity, adequacy and accuracy of the clinical studies/databases. Provides guidance in statistical analysis methodology and performs statistical programming, design, and analyses for clinical trial projects. Plans, coordinates and provides statistical analyses, summaries and reports of studies in the support of product development including IND/ New Drug Applications (NDAs) and Biological License Applications (BLAs) submissions. Maintains and improves professional knowledge of technological advancements in data manipulation and statistical analyses. Requires an MS or equivalent, a PhD is preferred and 4-8 plus years' experience in clinical trials, regression models, survival analysis and analysis of categorical data. Ability to manage several programs and protocols is required. Application of SAS and other programming skills in a pharmaceutical environment is preferred.

068-Biostatistician

Responsible for the statistical integrity, adequacy and accuracy of the clinical studies/databases. Provides guidance in statistical analysis methodology and performs statistical programming, design, and analyses for clinical trial projects. Plans, coordinates and provides statistical analyses, summaries and reports of studies in the support of product development including IND/ New Drug Applications (NDAs) and Biological License Applications (BLAs) submissions. Maintains and improves professional knowledge of technological advancements in data manipulation and statistical analyses. Requires a BS/MS or equivalent and 2-5 years' related experience. Application of SAS and other programming skills in a pharmaceutical environment is preferred.

069-Senior Clinical Data Associate

Primary responsibility is to ensure the validity of clinical trials and format them for statistical purposes. Also designs collection instruments, sets up databases, and tracks and manages the flow of data to and from the investigative sites. With supervision, establishes protocol-specific data review and entry guidelines to document data validation and formatting procedures and defines batch ending programs. Monitors timely data entry. Reviews data discrepancies resolutions provided by the investigative sites and enters corrections in the database, as appropriate. Assists in the review of interim/final data listings prior to transmission to other groups or inclusion in interim/final reports. Is familiar with database management systems and the principles, organization and content of standard Case Report Form (CRF) libraries. Ensures that incoming CRFs are tracked in a timely manner prior to safety review and upon manual review. Is familiar with data coding of Standard Operating Practices (SOP) and coding dictionaries. Conducts database audits according to established SOPs and is familiar with the implementation of GCPs. Requires a BS or equivalent, preferably in a scientific discipline and 3-6 years' experience in clinical data management. Database management experience is helpful.

070-Clinical Data Associate

Primary responsibility is to ensure the validity of clinical trials and format them for statistical purposes. Also designs collection instruments, sets up databases, and tracks and manages the flow of data to and from the investigative sites. With supervision, establishes protocol-specific data review and entry guidelines to document data validation and formatting procedures and defines batch ending programs. Monitors timely data entry. Reviews data discrepancies resolutions provided by the investigative sites and enters corrections in the database, as appropriate. Assists in the review of interim/final data listings prior to transmission to other groups or inclusion in interim/final reports. Is familiar with database management systems and the principles, organization and content of standard Case Report Form (CRF) libraries. Ensures that incoming CRFs are tracked in a timely manner prior to safety review and upon manual review. Is familiar with data coding of Standard Operating Practices (SOP) and coding dictionaries. Conducts database audits according to established SOPs and is familiar with the implementation of GCPs. Requires a BS or equivalent, preferably in a scientific discipline and 1-3 years' experience in clinical data management. Database management experience is helpful.

071-Director/Manager, Regulatory Affairs

Responsible for long- and short-term planning and directing of regulatory activities. Interprets corporate policy, develops and implements strategies for the earliest possible approval of regulatory submission, advises and manages the regulatory teams, and reviews ongoing projects. Plans, schedules and directs activities and programs through regulatory staff. Negotiates with outside agencies (national and international) as needed to resolve key regulatory issues and expedite approvals of product and services. Reviews and prepares responses to inquiries from regulatory authorities relating to product registrations. Monitor and updates national and international registration requirements through reviews of publications, seminars, and direct communication with outside regulatory personnel. Communicates pertinent changes and updates to regulatory staff and senior management. Oversees the preparation and submission of applications and routine reports/renewals, including the preparation and submission of supplements and amendments as required by internal department (Manufacturing, QA/QC, Medical, etc.) to update registered product information. Provides input on budget requirements, and monitors project and program costs. May hire, train and develop regulatory staff and provide input on associated compensation and department structure decisions. Director levels require a BS/MS or equivalent in a scientific discipline, a PhD is preferred and 10 years' experience. Managerial levels require a BS/MS or equivalent in a scientific field and 8 years' experience.

072-Senior Regulatory Affairs Associate

Ensures all company products meet worldwide regulatory requirements by supporting all assigned regulatory aspects of product approval and post-marketing compliance. Responsible for the coordination and preparation of document packages for regulatory submissions ensuring compliance with the Food and Drug Administration (FDA) and international regulations/ interpretations. This may include the review, evaluation, and compilation of files and reports for submissions. Provides project team representation and direction in managing information from/to other departments (including R&D, Manufacturing, Quality Assurance, Quality Control, Medical Affairs, Marketing, and Clinical Affairs) regarding Regulatory submissions. This may include the preparation of outlines, summaries, status reports, graphs, charts, tables and slides for distribution and communication to other departments. Reviews technical and clinical documentation and recommends changes for labeling, manufacturing, marketing, and clinical protocol for regulatory compliance. Researches and analyzes regulatory information and determines acceptability of data, procedures, and other product-related documentation presented in support of product registration. Is responsible for the timely completion of regulatory projects and submission of documentation to regulatory agencies. Develops and maintains current regulatory knowledge and keeps abreast of regulatory procedures and changes. May provide regulatory guidance to project teams and junior staff. Requires a BS/MS or equivalent and 5-8 years plus regulatory affairs experience in the development of biological or pharmaceutical products. In-depth knowledge of FDA laws is desirable.

073-Regulatory Affairs Associate

Ensures all company products meet worldwide regulatory requirements by supporting all assigned regulatory aspects of product approval and post-marketing compliance. Responsible for the coordination and preparation of document packages for regulatory submissions ensuring compliance with the Food and Drug Administration (FDA) and international regulations/ interpretations. This may include the review, evaluation, and compilation of files and reports for submissions. Provides project team representation and direction in managing information from/to other departments (including R&D, Manufacturing, Quality Assurance, Quality Control, Medical Affairs, Marketing, and Clinical Affairs) regarding Regulatory submissions. This may include the preparation of outlines, summaries, status reports, graphs, charts, tables and slides for distribution and communication to other departments. Reviews technical and clinical documentation and recommends changes for labeling, manufacturing, marketing, and clinical protocol for regulatory compliance. Researches and analyzes regulatory information and determines acceptability of data, procedures, and other product-related documentation presented in support of product registration. Is responsible for the timely completion of regulatory projects and submission of documentation to regulatory agencies. Develops and maintains current regulatory knowledge and keeps abreast of regulatory procedures and changes. May provide regulatory guidance to project teams and junior staff. Requires a BS/MS or equivalent with a minimum of 4 years' related experience. In-depth knowledge of FDA laws is desirable.

074-Senior Documentation Assistant

Responsible for coordination and administration of document production procedures, including planning and scheduling of word processing and production resources. Coordinates with project teams in the development of timelines for documentation phase of regulatory submissions. Is responsible for management of electronic files. Coordinates with scientific editor to develop and update specifications and procedures for design and format of documents and artwork policy and procedures. Oversees reference collection, archive system, and produces monthly and annual reports of regulatory submissions. As Local Area Network (LAN) administrator, is liaison with Bioinformatics and information systems departments and is responsible for computer hardware and software setups and maintenance. Participates in capital budgeting and in planning regarding CANDA/CAPLA systems. Requires a BS/MS or equivalent with 5-8 years related experience.

075- Documentation Assistant

Responsible for coordination and administration of document production procedures, including planning and scheduling of word processing and production resources. Coordinates with project teams in the development of timelines for documentation phase of regulatory submissions. Is responsible for management of electronic files. Coordinates with scientific editor to develop and update specifications and procedures for design and format of documents and artwork policy and procedures. Oversees reference collection, archive system, and produces monthly and annual reports of regulatory submissions. As Local Area Network (LAN) administrator, is liaison with Bioinformatics and information systems departments and is responsible for computer hardware and software setups and maintenance. Participates in capital budgeting and in planning regarding CANDA/CAPLA systems. Requires a BS or equivalent with 2-4 years related experience in a scientific or regulatory environment.

076-Medical Affairs Director

Oversees the management of Medical Affairs Department including, updates of operating SOPs, attainment of quality and financial standards, budget preparation, personnel training and development, and overall coordination of medical monitoring operations. Responsible for providing medical monitoring for ongoing clinical trials; communicating with investigators, sponsors, and clinical research personnel. Resolves medical issues, provides medical input for medical documents, supports business development activities and provides Serious Adverse Event (SAE) consultation. Maintains professional knowledge and skills, particularly in the areas of FDA/ICH guidelines and regulations. Requires an M.D. (Doctor of Medicine) with a minimum of 5 years medical experience and 3 years experience in the pharmaceutical or contract research industries.

FINANCE & ADMINISTRATION (Jobs 077 - 090)

077-Vice President, Finance & CFO

Responsible for all long-range financial matters and establishment of company-wide financial objectives, policies, and practices. Establishes and executes programs for the provision of the capital required by the business, including negotiating the procurement of capital and maintaining the required financial arrangements. Manages the cash-flow position of the company. This includes authority to establish credit and collections and purchasing policies and to establish schedules for the payment of bills and financial obligations. Approves all agreements concerning financial obligations, such as contracts for products or services and other actions requiring a commitment of financial resources. Maintains relationships with financial institutions in conjunction with the President and administers banking arrangements and loan agreements, receives, has custody of and disburses the company's monies and securities. Establishes and maintains a market for the company's securities and liaisons with investment bankers, financial analysts and shareholders in conjunction with the President. Administers all incentive stock option plans. Maintains sources for the company's current borrowings from commercial banks and other lending institutions and invests the company's funds. Responsible for the financial aspects of real estate transactions, and executes bids, contracts and leases. Oversees the granting of credit and the collection of accounts due the company, including supervision of required special arrangements for financing sales, such as time payments and leasing plans. Analyzes company shareholder relations policies and information program including the annual and interim reports to shareholders and recommends to the President new or revised policies or programs when needed. Provides advice on all matters to the President and assists the President in the formulation of overall corporate objectives. Departmental responsibilities include the management of Finance, Accounting teams including benefit administration, insurance relationships and programs, and banking and lending relationships. Requires a BS or equivalent in Accounting or Finance, CPA and/or MBA preferred, and a minimum of 7-10 years senior financial management experience preferably at the Director or VP of Finance level. A background in a biotech/pharmaceutical environment is highly desirable.

Finance

078-Director, Finance

Oversees the company's financial and accounting operations. Responsible for month-end closes, preparation of monthly consolidations for management, budgeting, forecasting, and evaluating and enforcing contracts, accounting policies and procedures. Establishes internal controls, operating policies and procedures. Prepares and maintains company's financial statements. Prepares SEC quarterly and annual filings. Manages fiscal growth and expenditures. Assists in debt and equity financings and financial due diligence. Coordinates annual audit and quarterly reviews. Tracks and analyzes new rules and regulations related to financial reporting and consolidations. Performs research, analysis and other technical support for deal structuring and other special projects. Manages relationships with investors and financial institutions. Duties may also include the management of employee benefits programs and other human resources administration, asset/vendor management, and support for internal and external financial presentations and other ad-hoc requests and projects. Requires a BS or equivalent in Accounting, Business Administration or Finance, MBA and CPA preferred, and a minimum of 7-10 years financial analysis/planning experience. Extensive knowledge of accounting, financial statement preparation, and SEC reporting is required. Managerial experience is strongly preferred.

079-Controller

Responsible for directing the corporation's accounting functions. Specific areas normally include the development and maintenance of planning and budgeting systems, analysis and interpretation of trends requiring senior management's attention, the preparation of financial and managerial reports and procedures and the presentation of findings and specific recommendations to top management. Requires a BS or equivalent in Accounting, Finance, or related field, with a minimum of 5-7 years financial analysis/planning experience. Extensive knowledge of accounting, financial statement preparation, and SEC reporting is required.

080-Accounting Manager

Manages and performs a variety of technical accounting and auditing functions. Audits, analyzes, compiles and reconciles company's financial transactions. Maintains, analyzes and reconciles general ledger accounts; performs detailed quarterly audit and year-end functions; prepares monthly and year-end revenue and expenditure accruals; adjusts and closes journal entries; reconciles bank accounts. Prepares/reviews payroll, accounts payable, accounts receivable, cash receipts, employee benefit forms and claim reports; assists in the annual operating budget; maintains the fixed asset accounting system(s); performs internal audits of investments, revenues and expenditures; develops, plans and implements accounting procedures within the accounting/financial unit. Manages the accounting staff and assists in the interviewing, hiring and training of new staff. Requires a BS or equivalent in Accounting, Finance, or related field, with a minimum of 5-8 years accounting/general ledger experience. Extensive knowledge of the auditing, analysis, compilation and reconciliation methods used in processing financial and accounting transactions is essential.

081-Accounting Clerk

Assists with the planning and execution of various financial processes including routine calculations, posting and verification duties, account analysis, ad-hoc reporting, and other basic accounting functions. Reviews and examines financial transaction documents for accuracy and prepares the necessary corrections. Audits ledgers for accuracy and assists in the preparation of ad-hoc requests for account analysis. Performs posting of cash receipts, expenses, or other transactions to journals or ledgers. Prepares statements, invoices and vouchers. Other duties may include data discrepancy investigation and/or resolution, inter-departmental correspondence, and the maintenance and distribution of financial documentation. Requires a high school diploma or equivalent, an Accounting degree is preferred with a minimum 2-5 years accounting experience. Knowledge of bookkeeping procedures and basic accounting principles is required. Intermediate computing skills are highly desirable.

Administration

082-Public/Investor Relations Manager

Responsible for the management of P/R strategies in the area of press releases and industry articles, press tours, and promotional programs. Works with external public relations and investor relations agencies to ensure company communication objectives are met on time and within budget. Produces news releases, corporate backgrounders, product launch kits, presentations, and drives the release process. Responds to all media requests, inquiries and concerns. Conceptualizes and employs proactive story angles and campaigns to secure desired PR coverage. Works with national and international PR agencies to ensure consistency and accuracy of worldwide news coverage. Exploits opportunities for product awards and sponsorships. Selects, prioritizes and oversees publicity events and media/analyst tours. Work with marketing and product development to identify and communicate the company's value propositions, and build brand image. Identifies and develops relationships with key press contacts, editors, and industry analysts. Manages company press clippings, publication library, and contact database. Organizes and maintains a master calendar of all PR, media events and product reviews. Develops, executes and tracks industry analyst plans. Participates in the planning and organizing of a corporate crisis management program and process to ensure effective response(s) to unforeseen issues. Requires a BS or equivalent in Marketing, Communication, Journalism or related field and a minimum of 2-3 years corporate and/or public relations experience preferably in a biotechnology or pharmaceutical environment. Strong written and oral communications skills are a necessity. Knowledge of basic design/layout/graphic principles and corresponding software programs is preferred. Extensive knowledge of top business publications and their editorial needs is highly desirable.

083-Director of Human Resources

Directs the activities and staff involved in developing and maintaining Human Resources (HR) activities, policies and procedures. Identifies legal requirements and government reporting regulations affecting HR and directs the preparation of information requested for compliance. Acts as a primary contact with labor counsel and outside government agencies. Directs organizational planning process including the organizational structure, succession planning, job design, and manpower forecasting. Oversees the development and management of wage and salary structures, pay policies, performance appraisal programs, disciplinary actions, employee benefit program and services, and company health and safety programs. Selects and coordinates use of insurance brokers, insurance carriers, pension administrators, training specialists, labor counsel, and other outside resources. Advises senior management on all HR related issues including recruitment practices/procedures, career development, promotions, transfers, retention, continuing education/training, compensation reviews, hiring/firing decisions, exit interviews, conflict resolutions, and employee relations. Requires a BA/BS or equivalent in Business, Liberal Arts, a graduate degree is preferred, and a minimum of 7-10 years HR management experience. Thorough knowledge of HR functions, particularly in the areas of organizational development, compensation, and employee relations is essential.

084-Human Resources Representative

Administers one or more Human Resources programs including salary administration, recruitment, staffing and retention, diversity, benefits administration, workers compensation, training, and employee relations. Provides counsel and assistance with performance management issues, workplace concerns, employment legislation, discipline, and terminations. Insures compliance with all government programs including affirmative action, anti-discrimination, ADA, OSHA, FMLA, and wage and hour regulations. Advises new and existing employees on benefit eligibility, amounts of coverage, and claim procedures. Oversees the maintenance of benefit records and ensures the necessary documentation is processed to implement desired benefit coverage. Handles all Workers' Compensation claims and manages the annual benefit open enrollment process. Provides administrative support to the HR department, including data entry, photocopying, data collection, and filing. Maintains and updates employee information. Codes and distributes resumes, creates new hire offer packages, post jobs internally and externally, types job descriptions, and creates and distributes interview schedules. Administers new hire orientations and exit interviews and processes all associated paperwork. Collates recruitment and benefit packets as well as other written materials. Plans and organizes meetings, conferences, employment interviews, and training sessions. Coordinates various human resource metrics including headcount, turnover, and overtime to create, maintain and/or update regular management reports. Requires a BA/BS or equivalent in Business, HR, Psychology or related field, and a minimum of 3-5 years experience in benefits administrations, payroll, labor relations or equivalent HR experience in a biotechnology or pharmaceutical environment. Capability and willingness to maintain confidentiality is essential. Excellent verbal and written communication skills are required. Previous recruitment experience is preferred.

085-Administrative Assistant

Responsible for a wide variety of general administrative duties including filing, faxing, photocopying, preparing correspondence, maintaining calendars, coordinating video conferencing and teleconferencing, making travel arrangements and managing itineraries. Manages and prioritizes internal and external communications (including Email, as necessary). Arranges and provides support for large internal/external meetings including taking minutes, and the distribution of pre and post meeting agendas, programs, presentations/briefing documents. Designs and prepares presentations, assists in specialized projects, and coordinates on and off-site meetings as needed. Requires a high school diploma or equivalent, a BA/BS is preferred, and a minimum of 1-3 years administrative experience. Strong initiative, communication, interpersonal, organizational and computing skills are required.

086-Receptionist

Controls switchboard and front desk operations. Answers and redirects telephone calls. Meets and greets customers. Opens, sorts and distributes incoming mail and processes outgoing mail. Processes repetitive documents and exercises editing responsibility for correct spelling, punctuation and language. Updates and maintains Master schedule for staff members' weekly schedules. Responsible for organizing, maintaining inventory, receiving and dispersing office supplies. Maintains professional appearance of front office, kitchen, conference rooms, and other public areas. Monitors office equipment and coordinates servicing. Assists other departments as needed, performing clerical tasks as assigned (copying, faxing, filing, ordering supplies etc.). Requires a high school diploma or equivalent and a minimum of 1-2 years' varied administrative support and receptionist experience. Other equivalent combinations and education including completion of administrative support or business courses may be considered. Good written and verbal communication skills are required.

Information Systems

087-Manager, Information Systems

Manages information systems and computer resources for the entire organization. Oversees the organization's Computer Operations, Systems and Programming, Technical Support Services, Communication Network and User services. Acts as a liaison between senior management and the computer staff (data processing, information systems, network services etc.). Manages the department's budget. Develops disaster recovery plans and manages back-up and security systems. Hires, trains, and supervises information systems staff. Manages user requirement definition and development, application development, system configuration and testing, installation, implementation of ongoing support, system enhancements/upgrades and bug fixes. Responsible for the introduction of new systems and hardware/software rollouts. Requires a BS or equivalent in Computer Science or Business Administration, an MS or MBA may be required for senior level positions in larger companies, and a minimum 5-8 years MIS management experience. Knowledge and experience of process modeling, reengineering and systems analysis is preferred.

088-Librarian

Under general direction, assists in all library operations including acquisition and organization of print and electronic resources, references services, long range planning for the library, and staff orientation in the use of electronic information resources including integrated library systems, web browsers, and search engines. Conducts statistical, financial, scientific, patent and/or business information searches in support of the organization's research and development efforts as needed. Requires a BS/MS or equivalent in Science and/or MSL (Masters in Library Science), and a minimum of 1-3 years' experience in a pharmaceutical or biomedical library. Knowledge of non-traditional information resources, such as CD-ROMs, online databases, and the Internet is essential.

Legal

089-Senior Patent/IP Attorney

Works as an in-house counsel in the preparation and prosecution of patent applications, development and maintenance of the company's intellectual property (IP), and the development of intellectual property strategies and policies. Reviews, negotiates and drafts license, research, technology, material transfer agreements for IP consideration and protection. Reviews intellectual property provisions of various contractual arrangements and assists in rendering opinions on validity and infringement. In coordination with licensing counsel, drafts opinions and develops legal strategies for the company's business and research endeavors, and is involved in all copyright, trademark and litigation matters. Interacts extensively with scientists and counsels in-house clients on general contract, commercial and intellectual property issues. Depending on the size of the company may also be responsible for the supervision of patent support staff. Requires a JD degree (Juris Doctorate) and a BS or equivalent in Science or related field, advanced degree preferred, and a minimum of 5-7 years experience in all aspects of US/Foreign intellectual property and patent laws relating to biotechnology. Must be admitted to practice before a state bar in the US patent Office. Experience with biotech and/or pharmaceutical patent prosecution, contract work and technology licensing as well as intellectual property strategy development and implementation is essential.

090-Patent/IP Attorney

Works as an in-house counsel in the preparation and prosecution of patent applications, development and maintenance of the company's intellectual property (IP), and the development of intellectual property strategies and policies. Reviews, negotiates and drafts license, research, technology, material transfer agreements for IP consideration and protection. Reviews intellectual property provisions of various contractual arrangements and assists in rendering opinions on validity and infringement. In coordination with licensing counsel, drafts opinions and develops legal strategies for the company's business and research endeavors, and is involved in all copyright, trademark and litigation matters. Interacts extensively with scientists and counsels in-house clients on general contract, commercial and intellectual property issues. Depending on the size of the company may also be responsible for the supervision of patent support staff. Requires a JD degree (Juris Doctorate) and a BS or equivalent in Science or related field, advanced degree preferred, and a minimum of 3-5 years experience in all aspects of US/Foreign intellectual property and patent laws relating to biotechnology. Must be admitted to practice before a state bar in the US patent Office. Experience with biotech and/or pharmaceutical patent prosecution, contract work and technology licensing as well as intellectual property strategy development and implementation is essential.

BUSINESS DEVELOPMENT (Jobs 091 - 094)

091-Vice President, Business Development

Directs the assessment of future markets and licensing potential and is responsible for coordinating commercial input to specific programs as necessary. Identifies, evaluates and pursues the strategic and financial prospects of new market opportunities. Establishes new scientific and strategic partnerships, joint ventures and alliances. Follows-up on all partnership activity including the tracking, documentation and status reporting of all collaborations along the business development pipeline. Establishes and implements appropriate development strategies to support commercialization and licensing strategies. Interacts with existing corporate contacts, facilitates communication, keeps tracks of milestones and identifies scope for enhancing these relationships. Oversees the plan and execution of a comprehensive marketing strategy including responsibility for the preparation of presentation and marketing materials for professional meetings, seminars and conferences. Requires an MBA and science degree or equivalent with a minimum of 8 years business development experience in a biotech/pharmaceutical environment. Prior experience in dealing with corporate partners and in negotiating and completing agreements is required. A thorough understanding of the processes of due diligence, asset valuation, alliance integration and portfolio management combined with a scientific and business acumen is also desirable. Other requirements may include extensive contacts in the pharma/biotech industrial community relevant to the licensing of targets, leads and drugs.

092-Director, Business Development

Manages the identification, evaluation, and development of phara and biotech prospects for new business opportunities. Develops proposals and term sheets for prospects and manages the day-to-day aspects of closing, including the utilization of legal counsel, and coordination with accounting, finance, human resources and other functional areas. Performs market research, analyzes new market opportunities and pursues new business opportunities. Organizes, tracks, documents and reports on the status of all prospects in the business development pipeline. Participates in the development and execution of a comprehensive marketing strategy, including sales and presentation materials, marketing communications, and industry trade shows and conferences. Also participates in the development of strategic partnerships, joint ventures and alliances, as well as technology and intellectual licensing opportunities, with industry, academia and government agencies. Requires a BS or equivalent, MBA is strongly preferred, with a minimum of 8 years experience in selling, networking, and negotiating contracts with pharmaceutical and biotech companies at the executive level, specifically within the drug discovery and development areas. Strong business acumen, organizational and analytical skills are required.

093-Business Development Research Analyst

Provides detailed market analysis and competitive intelligence on a periodic or project basis. Assists Director in the formulation and execution of strategies and tactics required to achieve business development goals and advises executive management in the definition and development of investment growth strategies for the company. This includes assessing and pursuing expansion, acquisition and partnering opportunities as well as managing the activities and processes for diversification and business growth in line with the corporate strategic plan. Works with internal and external counsel to evaluate intellectual property of licensing and acquisition candidates. Provides recommendations to facilitate partnering decisions, including design of deal structures and alternatives. Negotiates and maintains research agreements with investigators and their institutions. Secures licenses required for ongoing discovery and development operations and maintaining long-term partner relationships. Requires BS in scientific field, MS is preferred and a minimum of 3-5 years experience in biotech/pharma business development or licensing environment. Experience in strategy consulting, investment banking, or corporate partnering/deal making processes is highly desirable.

094-Manager, Corporate Communications

Plans, directs and implements activities within the organization with regard to advertising/marketing, media relations, editorial and design services. Develops and coordinates strategies and standards for marketing publications and ensures corporate objectives are communicated accurately and effectively. Translates clinical/scientific data into media releases and briefings that are accessible to the media. Informs senior management on development of communications policies and advertising programs, and the management of public relations issues. Requires a BS/BA or equivalent in communications or marketing, as well as scientific background, with 5 years of experience. A strong understanding of FDA regulations is preferred.

MARKETING & SALES (Jobs 095 - 097)

095-Vice President, Marketing

Develops and implements strategic and tactical marketing programs to drive revenue growth and product contributions. Accountable for all aspects of brand performance including identifying business issues and creating solutions to drive brand performance. Develop brand strategies and manage implementation of brand campaigns and programs. Monitors brand revenue and expense forecasts to achieve revenue and earnings targets. Manages all vendor and agency relationships to achieve maximum Return On Investment (ROI) on all marketing programs. Maintains and develops marketing staff. Provides appropriate direction to field sales team to assure optimal execution of all programs. Works with Corporate Development, Project Management and senior management regarding strategic planning and product development. Works with research professionals to provide commercial input to the development of new products. Requires a BS or equivalent in scientific field, MBA is highly desirable and a minimum of 2 years strategic marketing experience and 4 years marketing experience in biotech/pharma business development environment. Prior experience in successful product launches is desirable.

096-Manager, Sales

Responsible for the development of targeted business plans, execution of sales programs and the achievement of sales objectives within his/her territories. Develops forecasts and annual sales quotas for national/international regions, and manages all field sales action plans. Manages sales staff by recruiting, selecting, orienting, training, counseling, disciplining, monitoring, and appraising sales representatives. May contribute to sales team efforts as needed. Maintains contact with dealers and distributors. Keeps current with supply and demand, changing trends, economic indicators, competitors, and monitors and maintains sales volume product mix and selling price including customers preferences. Develops relationships with leaders to establish peer-to-peer influence strategies and maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Requires a BA/BS or equivalent in life sciences or a related discipline and a minimum of 5 years sales experience in a biotech/pharmaceutical sales environment. Additional clinical/medical knowledge or experience is preferred. Strong supervisory, relationship building and negotiation skills are considered essential for the role of Sales Manager.

097-Manager, Product Marketing

Responsible for managing all aspects of product marketing, product strategy and development, strategic planning and creation and implementation of marketing strategies. Specific responsibilities include business case development for new/existing product initiatives, launch plan creation, management of product life cycle, and high level technical and sales support to internal and external groups. Provides direction to sales training to identify training needs and interfaces with Sales Managers and Sales Consultants to identify and address product issues/opportunities. Works with Market Research to develop sales forecasts and identify primary and secondary market research needs. Manages marketing resources and builds and sustains relationships with internal and external customers. Also involved in product definition, product feature positioning, forecasting, competitive analysis, solution pricing, and development of marketing materials. Requires a BS/MS or equivalent in life sciences or a related discipline; MBA is desirable, plus 3-5 years experience in marketing with emphasis on market strategy, product development and business case analysis in a life science research environment.

PROJECT MANAGEMENT (Jobs 098 - 100)

098-Director, Project Management

Oversees project development efforts for strategic programs and projects. Coordinates and develops yearly programs, strategic plans and annual project budgets. Provides direct input into corporate strategic planning, development management processes, critical path issues/solutions, resource management, and project management from conception through development cycle. Responsible for managing multiple global cross-functional project teams simultaneously and reporting project status to executive management. Collaborates with senior project managers, functional directors and managers to assure integration of project, company, and functional goals towards achieving project milestones and timetables. Identifies issues that may delay product or project and recommends appropriate action to be taken. Supports overall team function and project managers in their strategic function. Requires a BS/MS or equivalent, PhD preferred in life sciences, MBA degree is preferred and a minimum of 8 years experience in a pharmaceutical or biotechnology environment. A background in Chemistry, Biochemistry, Medical or Pharmaceutical regulatory affairs is important and demonstrated experience managing interdisciplinary development teams is required.

099-Project Manager

Manages all daily project management activities, including project schedule development, project budget, team leadership, intra-division liaison, project communication, staffing activities, status reporting, and resource plan development. Identifies and tracks critical path/activities, risks, contingencies and alternatives. Supervises and mentors team members and ensures team members understand project objectives, specifications, deliverables, timelines and tasks. Other responsibilities include recording meeting minutes, tracking action items, preparing meeting agendas, coordinating global and sub-team activities, and disseminating project information. Requires a BS or equivalent in scientific discipline, MBA a plus and a minimum of 3-5 years staff management or supervisory experience in a pharmaceutical or related industry.

100-Project Assistant

Responsible for performing departmental project management activities as assigned by a supervisor or project manager. Duties typically include the collection of project plan updates, maintenance or modification of project plan documentation and the preparation/distribution of project status reports. Other responsibilities may include assisting the project manager in the identification and scheduling of project deliverables, milestones, and required tasks, and/or establishing standards for project reporting and documentation. Requires a BS or equivalent in scientific discipline and a minimum of 3 years related experience in a pharmaceutical or related industry.