

Project Manager I, Business Operations - APAC

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Company: SomaLogic Operating Co., Inc.

Location: Apac

Category: business-and-financial-operations

Position Summary

SomaLogic is seeking a dynamic Project Manager to join our team in support of SomaLogic's Life Sciences business in Asia Pacific. This Project Manager will coordinate with and facilitate pharma, academic, biotech and government sales channels and act as a liaison with internal stakeholders for services and projects. This includes supporting study design planning, contracting work plans, sample logistics, data entry, internal workflow management, data delivery, customer success, reporting and process development. This position is in a fast-paced, collaborative environment where effective communication, personal initiative, attention to detail, process development skills and problem-solving attitude are essential. The ideal candidate will have language translation and interpretation skills.

Key Job Responsibilities:

Work directly with external customers, Life Science Sales, authorized sites, and internal cross-functional teams to successfully plan, coordinate, execute, track, and deliver time-bound services and projects

Proactively manage Life Science projects through logistics and operations from initiation through completion

Address the requirements, issues, and expectations of internal and external stakeholders through active and collaborative communication

Enter, manage, review and track project information in CRM and ERP systems from project

initiation through delivery

Manage, prioritize, and report on project status in support of operational planning and stakeholder communications

Coordinate sample logistics and data delivery with customers

Proactively identify project roadblocks and diligently strive for solutions

Develop, document, and evolve workflow processes for continuous improvement

Ensure privacy and security of protected health information and personal data according to SomaLogic policies

Skills & Requirements

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Education:

Bachelor's degree in a clinical, life science, regulatory science, or related field

Project or Program Management certification or coursework desired

Skills and experience:

Minimum 3 years professional experience in the biotechnology, pharmaceutical, diagnostic, life sciences or related field preferred

Minimum 1 year of project management experience or customer success management experience for a contract research organization in a related field

Strong customer service attitude; communicates in a proactive and solution-oriented manner

Effective communication of technical and business issues and ability to build consensus across all organizational levels and diverse backgrounds

Acute attention to detail demonstrating accuracy in tracking and reporting information

Ability to work in a fast paced and dynamic environment

Proactive, resourceful, and flexible working style, capable of leadership, self-directed work, and participation in multidisciplinary teams

Strong organizational skills, as well as the ability to manage priorities and resources amongst several competing initiatives

Demonstrated workflow development and documentation creation for new processes and improvements for efficiencies

Proficiency with MS Office suite and standard project management software

Previous experience managing service contracts or clinical trial experience is a plus

Familiarity with CRM tools (Salesforce) and ERP systems is desirable

Bilingual or trilingual preferred

Work Environment:

This role is remote. Extended keyboarding time is required. Minimal travel, less than 5% of time, may be required for internal or customer meetings.

EEO Statement:

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

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

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