



Job Opportunity
September 2020
Associate, Project Manager
FLSA: Exempt
Location: San Diego, CA

Our Opening and Your Responsibilities:

Biotix has rapidly grown into a global, premier provider of laboratory consumables. Our products are distributed throughout the world and are recognized for their high quality and their innovation.

We have an exciting opportunity for an Associate, Project Manager within our Biotix Product Development Team located in San Diego, CA. In this role, you will assist in managing new product development, responsible for specific projects, generate required project documentation and help execute on our product vision. Other responsibilities include:

- Working with our New Product Development (NPD) team on developing and executing project documentation.
- Assisting and guiding the project teams through the NPD process to meet project goals, create design history files and associated documents.
- Creating and documenting schedules and status updates.
- Providing weekly updates on milestones, project execution, and metrics and project/process deliverables.

What You Need to Succeed

- Candidates are required to hold a bachelor's degree in Engineering, Science, or Business.
- 1-3 years of work experience within the life sciences industry, laboratory consumables; ISO 13485 and/or FDA regulated business preferred.
- Experienced in effectively and constructively communicating across departments while pursuing project goals.
- Skills in planning, budgeting, and project management.
- Must be able to function in a team environment.
- Strong teaching and presentation skills.
- Advanced skills with MS Word, Excel, and PowerPoint, Visio, MS Project.
- Demonstrated experience with project management tools.
- A self-starter that is quickly motivated, recognizes opportunities, communicates ideas, and acts with little direction in a fluid and matrix environment.
- Travel: This role may be required to travel to the San Diego, CA (corporate office) and/or the Tijuana, B.C., Mexico (manufacturing) facilities as required. Local San Diego or Tijuana resident is ideal.
- Bilingual – Spanish speaking a plus

**Come and be part of a growing and innovative organization!
Interested parties please send Cover Letter and Resume:**

https://careers.mt.com/en_US/careers/JobDetail/Associate-Project-Manager/4795

Subject Line: Associate, Project Manager

***Biotix offers a competitive compensation package, including benefits and more!
We are an equal opportunity employer, encourage diversity and innovation!
No Calls – No Recruiters/Agencies please.***