

## Project Manager (Based in Foster City, CA)

### Company Overview

MedGenome Inc. is a global genomics-based diagnostics and research company with over 400 employees dedicated to the best of health care delivery by decoding genetic information contained in an individual's genome. Our global footprint includes laboratories in the US, Singapore and India. We are the market leader in genomics-based diagnostics and research in India and we are now rapidly expanding our US based research services operations from our advanced next-gen sequencing lab and headquarter offices in Foster City, CA.

Located in Foster City, CA, we are seeking a highly skilled and talented Project Manager, with a proven track record to join our team.

### Job Description

#### Summary

We are looking for an experienced Project Manager, to be based in our Foster City headquarters, be responsible for all customer service duties related to Next Generation Sequencing projects run in our Foster City lab. The successful candidate will be able to manage project tracking and to provide timely project updates and delivery to the sales team. He / she will have necessary technical and interpersonal skills to handle communications between sales team, lab members and the clients.

#### Responsibilities

- Maintain and update the status of various projects through our LIMS (Laboratory Information Management System) dashboard or other efficient systems to support relevant stakeholders.
- Proactively communicate the project status to the commercial team by interfacing with the lab.
- Interpret the QC reports for extraction, library prep and sequencing run to be shared / discussed with sales team and / or clients.
- Work with our IT team to create / refine the program/workflow for streamlined QC report generation
- Act as customer service support for client questions about project status, project delivery and /or project follow up.
- Track project completions and interface with the finance team on project related documentation, including purchase order tracking and invoice generation.
- Continuously think about process / system improvement to make recommendations to achieve efficiency and scalability in operations.

#### Qualifications for Project Manager

- Experience with Next Generation Sequencing lab operations is mandatory
- Hands-on experience in defining Laboratory Information Management System requirements and operating the system to deliver projects
- Strong project management skills
- Experience with biological sample management is a plus
- Strong problem-solving ability, including metrics-driven thinking
- At least 5 years of experience in customer service / project management
- Bachelor's Degree in Life Science required; Master's Degree a plus
- Ability to work effectively with cross functional teams including Finance, Marketing, Operations and Commercial
- Desire to work in a demanding, high-energy, hands-on environment

#### Additional Information

MedGenome is an equal opportunity employer. MedGenome offers a competitive remuneration and benefits package.


Please e-mail your CV to [careers-us@medgenome.com](mailto:careers-us@medgenome.com)

#### Get in touch

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