

Project Manager Job description

Zenzic Labs is hiring a Programme Manager to oversee 3 projects in creating Personalised Stem Cells. This person is expected to be experienced in project and senior stakeholders management. The primary role will be to identify and coordinate with clients to donate blood for creating stem cells and cosmeceuticals from them. Agreements will need to be executed with 3 entities:

Engagement with the Bioprocessing Technology Institute (BTI), A*STAR

Create consent forms for obtaining blood samples from clients for testing and separating cells for reprogramming at BTI. Work with legal entity to prepare contract service agreement to produce 30 non-GMP reprogrammed cell lines and their secreted factors. In turn, coordinate with research and legal teams to write contract research agreement to develop an automated reprogramming platform to produce 38 non-GMP reprogrammed cell lines and their secreted factors.

Engagement with GO Stem Cells

With the stem cell secretions obtained from BTI, these will be further developed into personalized cosmeceuticals. Coordinate with research and legal teams to develop contract service agreement for testing peptides activities, formulation and stability. Work with research department to ensure the quickest possible turnaround to formulate research and control procedures for testing cosmeceuticals. Prepare databases as well as manage and manipulate them whenever needed. Assist with creation and management of test data of cosmeceutical effects on test subjects. Coordinate with marketing SME to prepare marketing presentation for cosmeceutical product.

Application for POC/POV grant with Enterprise SG

Zenzic Labs will be building an automated platform for stem cell reprogramming and applying for grants to develop this platform with BTI. A proposal for engaging a GMP consultant, an automation company, an isolation equipment company and a hospital will be put together for funding through Enterprise SG. Thus, coordinating with these vendors and partners, submitting the proposal with appropriate documentation and making claims from Enterprise SG will be required.

Min. Years of Experience

3-5 years' experience in Project Management in the Life Sciences or Stem Cell field.

Qualification & Field of Study

PMP, PMI or PRINCE2 certification is a must, with Six Sigma being strong preference. Experience in the Life Sciences, particularly stem cell biology or molecular biology would be advantageous.

Other Requirements (e.g. Skills, Competencies)

- Strong organizational skills with attention to detail are critical
- A track record for delivering quality work within timelines
- Good communication and writing skills
- Ability to work effectively as an individual and as a team player
- Keen willingness and humility to teach and learn
- Ability engage industry partners for collaboration
- Consistent drive to self-motivate
- Strict adherence to internal policies

Interested candidates please send your application and CV to steve@zenziclabs.com