



Bionovo, Inc. is a drug discovery and development company focused on developing safe and effective drugs for the treatment of unmet medical needs in women's health and cancer. Our mission is to improve the quality of women's health and defeat life-threatening cancers.

www.bionovo.com

Project-Site Manager

Location: Hayward, CA

Description:

Providing critical support services for a new pharmaceutical manufacturing facility. Position responsibilities encompass three key aspects:

Project Management:

- Creates and track program work plans.
- Identifies resources needed and tracks individual responsibilities.
- Manages day-to-day operational aspects of a project and scope.
- Reviews deliverables on an on-going basis and provides continuous feedback to senior management.
- Ensures project documents are complete, current, and stored appropriately.
- Develops, tracks and reports project budget.

Procurement and Supply Chain:

- Select and procure equipment and supplies at the direction of the Project Engineer and other key team leaders.
- Organize, track and oversee routine maintenance services and recurring service contracts.
- Manage supply chain logistics for raw materials and in-process materials, under the direction of the Assistant Director of Procurement and the project executives.
- Manage the warehouse operations as needed.

Site Support

- Administer on-site EH&S programs.
- Assure compliance for local, environmental and other regulations.
- Other general duties and specific tasks as needed.

Education and General Requirements:

The qualified candidate will have a Bachelors degree or have equivalent training and experience, and at least five (5) years of relevant experience. Relevant experiences would include (but not be limited to): pharmaceutical manufacturing, manufacturing plant logistics, and program management. The qualified candidate should have an understanding of cGMPs and pharmaceutical manufacturing requirements.

Position will require an ability to respond to a very quickly paced and rapidly moving project and production schedule. The candidate should have the ability to independently manage assigned projects and deliver results within expectations, and should be able to prioritize and complete assignments in functional area supporting department objectives and management decisions.

Other general requirements include:

- Must be able to exercise judgment within generally well-defined procedures and practices to determine appropriate action.
- Coordinates cross-functional efforts to resolve manufacturing issues in projects.
- Demonstrates the ability to compromise and reach consensus, and resolves conflicts within area of responsibility.
- Coordinate multiple tasks simultaneously.
- Collect, interpret, and/or analyze complex data and information,

Work Environment:

Bionovo is a fast-paced, team-oriented environment, where there are no set boundaries of responsibility. “Other general duties and specific tasks as needed” is a company-wide job description.

- Majority of work time is spent in manufacturing environment, and will require flexibility in scheduling.
- Manufacturing facilities temperatures maybe warm in summer months and cool in winter months; dust is present and noise level can be moderate to high.
- Must use PPE as required, which may include hearing protection, appropriate footwear and/or safety glasses.

Interested parties, send cover letter and resume to jobs@bionovo.com