



## PROJECT MANAGEMENT COORDINATOR

Gala Biotech, a Catalent Pharma Solutions Company, is a biotechnology company engaged in the production of recombinant proteins in cell culture systems for pharmaceutical and biotechnology applications. We are seeking a high caliber individual to fill our Project Management Coordinator position in our Middleton facility.

### OBJECTIVE:

The Project Management function oversees and is responsible for the internal and external coordination of all projects to ensure effective project leadership and communication as well as timely and successful project completion.

### RESPONSIBILITIES:

The Coordinator of Project Management establishes and maintains working relationships with clients for contractual and collaborative GPEX<sup>®</sup> projects (creation of mammalian cell line expressing proteins of interest using the GPEX<sup>®</sup> method). This person generates the project plan that Middleton and our clients agree to abide by, under the supervision of the Director of Project Management.

The person is responsible for working with area directors in coordinating the implementation of GPEX<sup>®</sup> projects to the highest level of quality and performance in line with the clients' expectations while assuring projects are completed on time.

- Develops project plans and establishes performance expectations and standards, timelines, resource allocations, and budgets for each project.
- Establishes and maintains working and reporting relationships with clients on protein expression projects.
- Acts as liaison between company scientific staff and client representatives to implement projects to the highest level of quality in line with clients' expectations.
- Monitors project fiscal status, assembles data and develops client and management reports.
- Assist the Director of Project Management with protein manufacturing projects.

### QUALIFICATIONS:

- Technical understanding and working knowledge of contemporary molecular biology and cell biology
- Exposure to contractual terminology and intellectual property law
- Strong interpersonal skills both in person and over the telephone

- Excellent written and verbal communication skills
- Capable of managing multiple projects simultaneously
- Computer literate in MS Word, Excel, PowerPoint, Visio, Internet savvy
- Excellent MS Project operational skills
- Knowledge in project management concepts with a strong consultative, but results oriented approach.
- Strong organizational ability and customer service orientation with follow-up skills and attention to detail.

#### EDUCATION/EXPERIENCE:

- BS degree in biological sciences with contemporary knowledge in the area of molecular and/or cell biology preferred.
- Candidates with education or experience in Project Management in the Life Sciences will receive special consideration.

#### APPLICATION PROCESS:

Join an exciting organization! If you would like to apply for this position with Gala Biotech, please send your cover letter, resume, and salary requirements by mail or by email to:

By mail:                      Human Resources  
                                    Gala Biotech  
                                    PO Box 620160  
                                    Middleton, WI 53562

By e-mail:                    [gala.hr@catalent.com](mailto:gala.hr@catalent.com)

Gala Biotech is an Equal Opportunity Employer

We offer a competitive salary and benefits package including comprehensive health, life and disability insurance, 401(k), vacation and holidays.