

PROGRAM MANAGER

5 Prime Sciences Inc

5prime.com

Location: Work remotely with primary residence in Quebec.

Salary: \$47,000-60,000 depending on experience and qualifications.

Status: Full-time, permanent position

Job description:

5 Prime Sciences uses insights from human genetics to accelerate drug development. We are a rapidly growing company that helps large pharmaceutical, biotech and venture capital companies use human genetics to deliver better medicines to patients.

5 Prime Sciences is seeking a highly detail-oriented Program Manager to undertake Research-focused tasks and Administrative tasks to help us to expand our company and support the scientific team. The successful candidate will assist and help to organize a team of bioinformaticians, clinicians and statistical geneticists at 5 Prime Sciences to complete programs on time and on budget. The candidate will also organize access to research data and cohorts.

Requirements:

- Highly detail-oriented problem solver who can work independently.
- Strong personal motivation to get things done with little supervision.
- A minimum of a bachelor's degree in science with preference given to those candidates with graduate degrees.
- Must be located, or willing to relocate to Montreal, Quebec, Canada.
- Proficiency with Google WorkSpace (Google Docs, Google Sheets etc...)

Responsibilities:

Program Management

1. Program manager for large-scale collaborations, which will include setting timelines, ensuring that each team member is contributing their required inputs on time to guarantee timely completion of deliverables and meeting milestones.
2. Assisting in reviewing contracts, liaising with lawyers, and ensuring that contracts are duly signed.

Client Relationship Management

1. Responsible for building and maintaining strong relationships with clients. This involves understanding their needs, coordinating consulting engagements, and ensuring client satisfaction.

2. Building and maintaining relationships with key stakeholders, including clients, partners, and experts in the field. This involves effective communication, managing expectations, and ensuring a positive and productive working environment.

Access to Cohorts

1. To achieve access to data from multiple international cohorts to enable research.
2. Filling out cohort applications, to achieve access to data.
3. Undertaking applications to research ethics boards, organizing their submission and renewal.

Human Resources

1. Create and manage job advertisements.
2. Creation of onboarding documents for new employees using established human resources procedures.
3. Ensuring that employees are aware of rules and regulations.

ISO Documentation

1. Ensuring that ISO standards for data handling are audited and applied.
2. Run internal audits using established Standard Operating Procedures.

Tax Credit Documentation

3. Managing and auditing time sheets for Scientific Research and Development Tax Credit.

Languages:

The applicant will have high-level proficiency in English reading, writing and presentations. French language skills are an asset.

Equal Opportunity:

We are an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Benefits:

Time-off to Rest

1. Minimum of 3 weeks paid vacation per year.
2. 1 week off between Christmas and New Year's.
3. 5 personal days per year.
4. All statutory holidays per year.

Flexible Hours

1. Be the master of your own schedule, but be available for meetings and conference calls between the hours of 10:00-1600 EST

Benefits

1. Parental leave.

Learning

1. \$1,000 per year for training courses or materials.
2. At heart we're science geeks, staffed and led by academics.
3. We host regular learning sessions for two reasons. First, we're lifelong learners and second, because our field is rapidly changing.
4. We're also teachers. Each team member is responsible for a domain of knowledge and for teaching their team.

Remote Work Policy

1. Employees work from home, for two days per week. They are expected to work in our office for three days per week.
2. Employees can work from anywhere in the world for two weeks per year.

Your Kit

1. Yearly budget to kit out your home office.
2. Apple laptop and accessories.

Personal Growth

1. Quarterly performance reviews with your manager, with goal-setting. During the quarterly performance reviews, employees set specific, measurable goals for themselves along with their supervisor which align with the company's objectives. Their progress towards achieving those goals is evaluated by their supervisor.
2. In the annual career review, the employee's overall performance and progress towards their long-term career goals are evaluated. This review can also include a review of the employee's compensation and benefits package, and adjustments can be made based on the employee's performance and contributions to the company. This process helps to ensure that employees are being fairly compensated for their efforts and that their compensation is aligned with their performance and career growth.