PROJECT MANAGER

ABOUT US

Cytrellis, a venture-backed medical technology company, is developing a new, proprietary category of micro-coring devices designed to remove sagging skin associated with aging, without surgery or scarring. The devices have the potential to provide aesthetic practitioners with an unprecedented ability to improve age related changes in skin and restore youthful beauty. Cytrellis is dedicated to working with leading physicians to develop unique product solutions which emphasize safety, clinical results and improved quality of life.

SUMMARY

The Project Manager will help create and drive project schedules for the cross-functional product development team. This team is developing medical devices under a Quality Management System compliant with FDA 21 CFR 820 and ISO 13485 standards. This individual will work closely with R&D engineers, Quality, Regulatory, Clinical, and Manufacturing representatives. The Project Manager will create detailed schedules when needed, facilitate discussions to drive problem-solving, and help the team meet its timelines for design, development, verification, and validation activities. This role is based out of Cytrellis's Woburn office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Project Manager will report to the SVP of R&D and Operations and may be required to perform all or a combination of the following essential responsibilities:

- Develop, establish and maintain detailed project schedules
- Work closely with project team members to clearly communicate deliverables and understand progress toward these deliverables
- Highlight areas of project risk and facilitate discussions to keep the project on schedule
- Help create and update project documents when needed to ensure compliance with design controls
- Assist in coordinating key project activities
- Facilitate design reviews and document reviews
- Facilitate weekly project meetings, create meeting minutes, and track key action items
- Develop and maintain dashboards of milestones and other key project metrics for each project
- Review project documents for accuracy, completeness, and consistency
- Facilitate document routing and approval process using PLM system (Arena)
- Drive process improvements and best practices related to Design Control, Change Control, and Project Management

EXPERIENCE/TRAINING:

- Bachelor's Degree
- At least 5 years of project management experience required in medical device industry
- Working knowledge, understanding and experience working within a Quality Management System compliant with 21 CFR 820, ISO 13485:2016, and ISO 14971 processes
- Expertise with design control, verification, and validation
- Proficiency with Microsoft Office suite; familiarity with Arena desired
- Proficiency in Project Management software such as Microsoft Project or Smartsheet
- Be driven, energetic, with high personal integrity
- Possess effective written and verbal communication, presentation, facilitation and project management skills
- Able to manage multiple priorities and execute on time
- Possess effective leadership skills; able to lead, motivate and inspire others