Technical Project Manager

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| Date | 04/26/2021 |
| Position Type | Full-time, Salary, Exempt |
| Location | Boulder, CO |
| Travel | 0% travel |

**Summary**

We are seeking an experienced Technical Project Manager, with experience launching a physical product to market. This person will be responsible for organizing and managing complex activities for the design, development, implementation, and maintenance of various engineering and research projects within the organization. This person will manage the product launch cycle and ensure deadlines, budgets, and deliverables are met. They will report directly to the executive team and manage projects on the engineering as well as R&D side of the organization.

**Job Responsibilities**

* Analyze, plan and develop requirements and standards in reference to scheduled projects
* Organize, schedule, and lead regular technical team meetings to determine progress and address any questions or challenges regarding projects
* Determine and define clear deliverables, roles and responsibilities for staff members required for specific projects or initiatives
* Maintain organization’s effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
* Direct technological research by studying organization goals, strategies, practices, and user projects.
* Recommend technical strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
* Accomplish financial objectives by forecasting requirements; following budget; scheduling expenditures; analyzing variances; initiating corrective action.
* Maintain quality service by establishing and enforcing organization standards.
* Maintain project timeframes, budgeting estimates and status reports
* Implement strategies that deliver projects on schedule and within budget
* Using project management tools to track project performance and schedule adherence
* Successfully launch a new life science tool product to market

**Required Qualifications**

* Bachelor's degree in Business, Project Management or related technical field
* 8-15+ years of project management experience
* Previous experience working in a start-up environment a must
* Previous experience launching a physical product to market
* Demonstrated understanding of Project Management processes, strategies and methods
* Excellent time management and organizational skills and experience establishing guidelines in these areas
* Strong sense of personal accountability regarding decision-making and supervising department teams
* Ability to predict challenges and seek to proactively head-off obstacles
* Experience with project management software such as Jira, Confluence, etc.

**Preferred Qualifications**

* Experience working with life science tools, biotechnology, microbiology or similar industry a plus
* Project Management Certificate/PMP a plus
* Knowledge of PCR and qPCR a plus but not required

**About Us**

Dropworks is a start-up biotechnology life science tools company headquartered in Boulder, Colorado. We are venture capital funded with close to 50 full time employees, and rapidly expanding. Our passionate and collaborative team is aiming to transform digital PCR with the development of our ContinuumTM Digital Flow PCR system. We are integrating the digital PCR workflow into a single, low cost, easy-to-use platform, transforming the way researchers approach and access droplet PCR instrumentation and data. The ContinuumTM will be used worldwide throughout the research community by biotechnology companies, contract research organizations, pharmaceutical companies, applied markets and academic institutions. Our customers work across a wide spectrum of scientific research, including cancer genetics, infectious disease, genomics, translational diagnostics and personalized medicine.

**Employee Benefits**

* Medical, Dental, Vision Insurance
* Group Life Insurance
* Unlimited PTO
* Paid parental leave
* Stock options
* Traditional and Roth 401(k)
* Flexible work hours
* Work from home flexibility

**Pay Range**

* $90,000 - $160,000
* No additional bonus, commission, or compensation

*Disclaimer - this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.*