

Role Description: Medical Device Development Project Manager – Fluid Biomed

This is a unique opportunity to join an early-stage company to further the development of a novel implantable endovascular medical device and ensure its readiness for early human use. The Project Manager will use best in class project management methodologies to evaluate project scope, budget, and timelines to effectively plan and drive execution toward commercialization. This forward-thinking role will work in a fast-paced and dynamic R&D environment where anticipating hurdles, taking initiative, and collaborating cross-functionally to mitigate risk and overcome barriers are critical for success. The ideal candidate is a self-motivated, life-long learner who quickly synthesizes new information, willingly seeks out additions to his/her “tool kit” and delights in helping project teams overcome barriers and finding creative ways around complex problems. The Project Manager is responsible for ensuring successful delivery of multi-disciplinary projects that align with Fluid Biomed’s regulatory and business strategy. This role liaises with internal and external stakeholders throughout the project lifecycle to ensure that resources are optimally allocated and competing priorities are managed.

Key Responsibilities:

- Organize, direct, and manage all phases of the project lifecycle for the assigned project(s) from initial team formation and project planning (inception) to successful completion on-time and on-budget
- Consult and collaborate with project sponsors, technical leaders and executives to clearly define project scope, priorities, requirements, stakeholder expectations, and resources
- Facilitate the creation and maintenance of project plans (scope, objectives, design, schedule, budget, risks etc.) by applying systematic project management methodologies (e.g., PMI, Agile, Corporate Project Management, etc.)
- Establish strong relationships with project sponsors, senior management, stakeholders, and key personnel across departments
- Present concise project updates: prepare and disseminate project communications to internal and external stakeholders as needed. Organize and chair regular project team meetings
- Guide and perform project management risk assessments and gap analyses. Mitigate and resolve risks and deviations throughout the project lifecycle
- Estimate an accurate project timeline by facilitating planning sessions, apply project management control techniques during implementation, and track deviations from the baseline timeline
- Provide project management training and mentorship to Fluid Biomed staff as required
- Maintain project schedule content, lead project planning and budgeting activities
- Participate in the preparation of project documentation for regulatory submissions, business accelerator programmes, investor communication, tax credits, etc. as required.

Education and Experience Minimum Requirements:

- Bachelor's Degree with preference to Life Sciences or Engineering fields
- Minimum 2 years of experience as a project manager in a related field (MedTech, Biotech, Pharma); PMP accreditation is required
- Direct experience collaborating with teams in an R&D environment
- Experience working in high compliance/regulated environment and familiarity with Quality Management System (QMS) under ISO 13485 or ISO 9001 required
- Proven track record of successfully managing multiple projects and dealing with complex issues in a proactive manner.

Additional Skills Desired:

- Project experience with US Class III/Canada Class IV devices including implant design, materials selection/testing, manufacturing process development, and pre-clinical and clinical trials desired
- Strong technical base, able to understand device design and function at a practical level
- Experience incorporating project contributions from contract manufacturers and external testing facilities preferred
- Strong organizational, analytical, and critical thinking skills
- Ability to manage competing priorities in a fast-paced and dynamic environment
- Proven ability to mobilize, motivate and guide the team(s) towards a common vision and set of objectives
- Demonstrated track record of facilitating communications channels across multiple cross-functional teams
- Results-oriented with effective skills in decision-making, problem-solving and conflict resolution
- Highly flexible, tolerance for ambiguity and able to quickly adapt to changing priorities
- Clear and concise communication skills (verbal, written and presentation) both in 1:1 and group settings
- Expertise in usage of MS Office Suite and PMP software tools.

Role will be located in Calgary, AB and candidates must be legally entitled to work full time in Canada. Flexible work arrangements (e.g. partially remote) may be considered for the ideal candidate.

Please send your resume to hr@fluidbiomed.com and include the position you are applying for in the e-mail subject as well as main body.