



Project Manager

For more than 20 years, AlloSource's allografts have been the biologic solutions our surgeon customers use to deliver better care to their patients. As one of the largest and most respected nonprofit tissue banks in the United States, AlloSource develops, processes and distributes over 200 types of life-saving and life-enhancing allografts for use in a variety of medical procedures. Our commitment to honoring the gift of tissue donation motivates us to develop innovative allografts and lead the way in cellular and tissue therapies.

Summary:

The purpose of this position is to provide leadership and management of multiple complex and simultaneously manage projects as assigned. The individual will need to organize and lead cross-functional project teams on high visibility project initiatives. These cross-functional project teams will include personnel from various groups within the organization and outside vendors. Multiple projects managed by this individual will represent significant business opportunities for AlloSource.

Essential Duties and Responsibilities:

- Develop business relevant projects that factor in key company metrics.
- Create and manage detailed project plans, including activities, resources, timelines and budgets to deliver results for multiple projects in order to achieve project goals and business objectives.
- Create and build strong projects teams, identify PM-related training needs within a project team, and conduct training, both hard and soft, for the successful planning, execution, delivery and support of projects.
- Manage and mitigate impact of project uncertainties, risks and issues.
- Effectively communicate project status to all levels of the organization.
- Work with external customers and resources to execute project and business objectives.
- Create necessary project and process documentation in order to execute projects.
- Management of project budget and oversight of capital & expense spending.
- Mentor others within the organization in aspects of leadership, methodology, tools, people skills and navigating politics.
- Provide leadership in order to influence internal and external stakeholders to reach project objectives and drive change in the organization.
- Create a high performance/ accountability based culture among project teams while working to eliminate any obstacles that may possibly hinder the team's ability to execute projects.
- Stay up-to-date on current project management practices.
- Adhere to and promote proper practices and techniques which are consistent with current operating procedures, training requirements, safety practices and company policies.

Requirements:

- Bachelor's degree in business, science, engineering, or related field
- 3-5 years' successfully demonstrated experience in program/project management
- 3 years' experience working in an environment with controlled operating procedures
- Proficiency in Microsoft Office applications

Preferred Experience:

- Advanced degree in a scientific discipline or business
- CAPM or PMP certification is preferred
- Medical Devices or Tissue Banking industry

Pay: \$59,850 - \$75,000/yr based on relevant years of experience. 10% target Bonus Program based on individual and company metrics.

Shift: Monday-Friday; 8:00am – 5:00pm

Benefits: Generous Time Off Policy, Paid Sick Leave, 9 paid Holidays, Retirement Plan, onsite Health Care clinic, Wellness Program, Life Insurance, AD&D, Short & Long Term Disability, and more!

Location: 6278 S. Troy Circle, Centennial, CO 80111

It is the policy of AlloSource not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. When needed we will provide reasonable accommodations to qualified applicants and employees so that they may perform the essential job duties of the position. If you require special accommodations, please contact us at 720-873-0213.

For consideration you must apply online, submit a current resume and meet the minimum requirements. All offers are contingent upon a background check, drug screen and other contingencies may apply depending upon the position. Candidates within a 50 mile radius of the hiring zip code may receive first consideration.

Equal Opportunity Employer/Veterans/Disability

AlloSource uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.