



Project Manager/Research Associate

Position Overview

Qmetrics Technologies is seeking an enthusiastic, ambitious Project Manager to join the Qmetrics family. We are looking for an organized, efficient self-starter with a desire to advance in the company. The Project Manager will be responsible for organizing personnel and project tasks; ensuring deadlines are met; communicating with clients, imaging sites, and the Qmetrics team; and maintaining efficient project tracking records. This person will also act as a Research Associate supporting the Chief Medical Officer by prioritizing workflow, daily tasks, and assisting with image analysis functions as required. This is a full-time position based in-office in the Qmetrics' Pittsford, NY, headquarters.

Core Responsibilities

- Plan and manage projects from initiation to completion, including timeline adherence, internal communications, financial tracking and project deliverables.
- Manage external communication between company, Sponsor and clinical study site personnel.
- Manage internal communications between project stakeholders, identifying and facilitating resolution of resource and schedule conflicts.
- Keep track of the planned daily activities for company projects, organizing schedules for key team members, particularly the Chief Medical Officer to prioritize workflows.
- Serve as the primary project contact, both internally and externally, and interact with client/customer to assure comprehensive management of projects, while delivering a high-quality service.
- Act as the liaison between the client and the project team, including Data Management, Core Lab, Software Development, Sales, and Medical teams.
- Ensure that all project deliverables are accurate, meet internal requirements, and are completed in accordance with client specifications and expectations.
- Facilitate project changes and timeline adjustments and prepare associated documentation.
- Develop appropriate meeting agendas for project meetings, record minutes and distribute to team.
- Understand FDA regulations and implications for business functions and systems.

Essential Qualifications

- Bachelor's Degree
- 1 – 3 years' experience in project management or customer service roles
- Familiarity with project management processes
- Customer service background
- Knowledge of Microsoft Office products

Preferred Qualifications

- Experience/college major in life sciences
- Experience with Clinical Trials
- Fluency in Spanish

Interested applicants should send a resume and cover letter to hr@qmetricstech.com.