

## Job Description

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Job title: **Project Manager**  
Department: Strategic Planning Division  
Report to: Director of Strategic Planning

### Job Summary

We are looking to employ a Project manager with excellent Korean-English bilingual communication skills in both verbal and written forms. The Project manager will work with multiple cross-functional teams to develop, track, and ensure that project objectives, timelines, milestones, and budgets are met. He/she should provide strategic and tactical guidance to the teams, utilizing his/her project management expertise and skills.

### About the Company

Founded in 1999 Rockville Maryland, the mission of Kolon TissueGene is to provide safe and effective therapies to patients by reducing pain and improving function associated with various orthopedic diseases and degenerative disorders. Our cross functional teams are groups consisting of people from different functional areas such as R&D, production under the management of CTO and clinical, business development team under the management of CMO.

### Responsibilities

- Working with project leaders and functional representatives to develop the project strategy in alignment with overarching strategy, leading the project strategy into project plans.
- Challenging team and functional representatives on assumptions for time, costs and risk in order to optimize project delivery.
- Drive project management deliverables such as the project schedule and will track team goals and objectives, report progress to stakeholders.
- Organize/ schedule and co-chair team meetings, including preparation of agendas, minutes, scheduling, internal and external meetings, and assignment and tracking of action items.
- Work with team members to generate a risk management plan by pro-actively identifying, communicating, and resolving project- related issues and risks, and leading mitigation and contingency planning. Responsible for escalating critical issues to senior management and committees as appropriate.
- Identify risk factor, which may affect project schedule and bring the issue the issue to cross-functional meeting, ensure that mitigation plans are implemented as necessary.

### Qualifications

- Bachelor's degree or higher in a related subject (Biologics, Drug development – may be advantageous)
- A proven record of accomplishment in the application of project management processes, demonstrated ability to keep project on schedule and within budget. Substantial experience in Project scheduling.
- Good understanding of GLP, GCP, GMP and CMC basic principles. – may be advantageous.
- Excellent project integration, leadership, communication, and stakeholder management skills.
- Ability to maintain project information, and to integrate and distribute appropriate information to senior management and team members.

### Benefits

We welcome applicants from all candidates and will look to provide sponsorship to those who require a visa to live and work in the US. Further details to be discussed with the candidate.

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