Downloaded from <https://www.velvetjobs.com/job-descriptions/scientific-project-manager>

# Example of Scientific Project Manager Job Description

Our growing company is looking for a scientific project manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for scientific project manager

* Collaborate with the appropriate functional teams and personnel to develop and negotiate project deliverables, schedules and costs/resources required
* Ensure communications occur with stakeholders and partners
* Participate in organizational issue resolution
* Lead the core team to define the milestones to achieve the launch date commitments and identify issues and risks associated with those plans
* Manages multidisciplinary project teams to assure accurate and timely completion of all contracted activities
* Designs, communicates and implements project plans and manages project budget
* Act as liaison between Business Partners and IT
* Develop Business & User Requirements in collaboration with stakeholders
* Champion the use of existing R&D Data Standards and facilitate the development of new R&D Data Standards
* Support the Data Preparation & Migration Activities for new/upgraded systems

## Qualifications for scientific project manager

* Initiate and lead the development of the project schedule
* Set up and maintain tools/mechanisms to track project schedules, budgets, and risk/contingency reporting
* Identify and help resolve project conflicts
* Manage the tracking and reporting of project success measures
* Must be team oriented and have strong interpersonal skills, including effective oral and written communication skills
* Experience in a biotech environment is a plus