

**Job Title:** Owner's Assistant Project Manager (APM)

**Job Summary:**

bioX is seeking an owner's representative Assistant Project Manager (APM) to support the Owner's Project Manager (OPM) in overseeing and managing all aspects of capital engineering projects, ensuring on-time completion, within budget, and to the highest quality standards. The APM will act as the owner's representative, coordinating between stakeholders, contractors, and internal teams throughout the project lifecycle.

**Key Responsibilities:**

1. Project Planning:
  - Maintain project charters, scopes, and schedules
  - Track project goals, objectives, and key performance indicators
  - Manage project budgets
2. Team Leadership:
  - Assemble and lead project teams
  - Coordinate with internal departments, external contractors, and consultants
  - Facilitate effective communication among all project stakeholders
3. Project Execution and Control:
  - Oversee day-to-day project activities
  - Monitor project progress and performance
  - Manage change orders and scope adjustments
  - Ensure compliance with relevant regulations and standards
4. Risk Management:
  - Identify potential risks and develop mitigation strategies
  - Implement and maintain risk management plans
5. Quality Assurance:
  - Establish and maintain quality control processes
  - Conduct regular site inspections and audits
6. Financial Management:
  - Monitor and control project costs
  - Review and approve invoices
  - Prepare financial reports and forecasts
7. Stakeholder Management:
  - Serve as the primary point of contact for project stakeholders
  - Provide regular updates and reports to senior management
  - Manage client expectations and satisfaction

**Qualifications:**

- Bachelor's degree in Engineering, Construction Management, or related field
- 2+ years of experience in project management, preferably in Pharma/Biotech
- PMP certification preferred
- Strong knowledge of construction processes, building codes, and industry standards
- Excellent leadership, written and oral communication, and negotiation skills
- Proficiency in project management software and MS Office suite