

## Job Title: Project Manager

### The Organization:

**eDNATec Inc.** is a young, fast-paced, and quickly growing Canadian company developing **environmental DNA technologies** to support new, world-leading biodiversity assessment and monitoring programs. We are dedicated to improving environmental stewardship by supporting industry and regulators with critical ecosystem data to manage environmental impacts and allow for sustainable development.

The **Centre for Environmental Genomics Applications (CEGA)**, located in St. John's, NL, is eDNATec's core facility. Scientists with diverse backgrounds work together to produce high quality data for international clients and support technology development. Come join us at the leading edge!

### The Position:

We are looking for a **Project Manager** to join the Project Management Group at CEGA. The Project Management group interfaces between clients and our technical staff to communicate project requirements and ensure high quality results are delivered on time and on budget. Project Managers play a key role in supporting continual improvement and growth in the organization through our ISO 9001:2015 Quality Management System. The Project Manager will primarily be responsible for initiating and tracking client and internal development projects, from start to finish, while maintaining and nurturing important relationships with interested parties.

### Responsibilities:

- Coordinate day to day activities for key collaborative projects with partners and clients. This involves keeping track of project resources and tasks over the entire workflow, from project planning, scoping, and quoting to sampling, laboratory processes, data analysis, and reporting.
- Assist prospective clients in understanding the applications of environmental genomics, study design, and interpretation of results.
- Manage the generation of scientific and technical reports for projects while ensuring deliverables meet our standards for quality and fulfill client requirements.
- Communicate project outcomes to a range of audiences both internally and externally. This may involve participation in conferences and workshops and representing eDNATec through presentations and discussions.
- Manage project-specific equipment and consumable purchases.
- Aid the Executive Director in the development of operational standardization, maintenance, growth, and oversight for increasing capacity and efficiency.
- Other duties as required that support core operational systems such as LIMS, Laboratory Safety Program, Biosafety Program, and Quality Management System (ISO 9001:2015).

## Qualifications:

- Advanced degree in a relevant field. Familiarity with molecular biology and genomics techniques and/or experience with ecological modelling, conservation, environmental management or regulations is an asset.
- At least 3 years of Project Management experience, preferably in a scientific or R&D setting.
- Excellent attention to detail and organizational skills.
- Strong oral and written communication skills.
- Excellent troubleshooting skills.
- Excellent interpersonal skills.
- Fluent in the use of standard Microsoft Office software, including Excel, PowerPoint, and Word. Experience with project management software and/or databases is an asset.

## What CEGA offers:

CEGA is driven by a passionate team revolutionizing the way we monitor our environment. This permanent, full-time position gives the opportunity to join our dedicated team working on innovative and impactful projects with great opportunities for professional development. This position includes a competitive salary (based on experience, starting at \$72,000 annual), a comprehensive benefits package, paid vacation time, company-sponsored employee-led social events, and RRSP matching.

## Work Location:

St. John's, NL

### **About St. John's, Newfoundland:**

The historic city of St. John's is situated on the eastern shore of the island of Newfoundland. Ocean views, rugged wilderness, and an urban core are all within walking distance. St. John's offers a vibrant community with a diverse arts scene and numerous world-class restaurants. Check out the city of St. John's information page for newcomers to learn more about moving to our beautiful city!

<https://www.stjohns.ca/en/living-in-st-johns/living-in-st-johns.aspx>

## How to Apply:

Please submit a cover letter and resume to [hr@ednatec.com](mailto:hr@ednatec.com)

*While eDNATec would like to thank all applicants, only candidates considered for an interview will be contacted.*