

# Project Manager

- Tinley Park, IL, USA
- Full-time

## Company Description

Eurofins Scientific is an international life sciences company, providing a unique range of analytical testing services to clients across multiple industries, to make life and our environment safer, healthier and more sustainable. From the food you eat, to the water you drink, to the medicines you rely on, Eurofins laboratories work with the biggest companies in the world to ensure the products they supply are safe, their ingredients are authentic, and labelling is accurate.

The Eurofins network of companies is the global leader in food, environment, pharmaceutical and cosmetic product testing and in discovery pharmacology, forensics, advanced material sciences and agrosience contract research services. It is one of the market leaders in certain testing and laboratory services for genomics, discovery pharmacology, forensics, advanced material sciences and in the support of clinical studies, as well as having an emerging global presence in Contract Development and Manufacturing Organisations. It also has a rapidly developing presence in highly specialised and molecular clinical diagnostic testing and in-vitro diagnostic products.

In over 35 years, Eurofins has grown from one laboratory in Nantes, France to 61,000 staff across a decentralised and entrepreneurial network of ca. 900 laboratories in 61 countries. Eurofins companies offer a portfolio of over 200,000 analytical methods to evaluate the safety, identity, composition, authenticity, origin, traceability and purity of biological substances and products.

Eurofins is dedicated to delivering testing services that contribute to the health and safety of society and the planet, and to its corporate responsibility to protect the environment and ensure diversity, equity, and inclusion across the entire network of Eurofins companies.

## Job Description

Eurofins Environment Testing North Central, LLC is seeking a **Project Manager** to join their team!

The Project Manager is accountable for coordinating and managing clients' projects through all phases of laboratory operations, including project set-up and maintenance, bottle orders, client pickups, login review, identification of work share facilities, communication of analytical issues, reporting, invoicing and client account maintenance. The Project Manager role fosters and develops client relationships.

**Project Manager responsibilities include, but are not limited to, the following:**

### **Quotes & Proposals:**

- Initiates project QAPP review with operations, QA, and subcontract labs as needed
- Initiates technical support from operations as needed (special requests, method development, technical review, etc.)
- Assists with quote generation and obtains approvals
- Reviews client quote requests for capabilities, certifications, scope
- Confirms client contracts (if applicable) and pricing
- Determines lab placement for the work
- Confirms that lab certification meets project requirements
- Confirms that lab compound lists and limits meet project requirements

### **Project Set-up:**

- Sets up project and completes review in LIMS
- Adds any project notes (special reporting and invoicing instructions, etc.)
- Adds and reviews project documentation (permits, SOW, QAPP, and purchase/task orders)
- Sets up client for Total Access
- Manages purchase orders, task orders, contracts, and change order requests

- Verifies that lab compound lists and limits meet project requirements for new projects not quoted
- Adds any project specific limits / lists to LIMS
- Defines deliverable assignment and delivery route
- Confirms that all client needed information (POs, project number, etc.) is recording in LIMS for invoicing

**Project Forecasting & Field Coordination:**

- Initiates project kick-off call with client and/or pertinent staff, if needed
- Provides forecasting updates of upcoming projects to Lab Operations staff
- Creates bottle orders to support project requirements
- Schedules courier or field sampler, if needed

**Sample Receipt:**

- Manages incoming work for Rush and short holds
- Reviews log-in
- Informs client of any log-in discrepancies & resolved log-in issues
- Sets samples to "available" after review

**Reporting:**

- Addresses client specific report requirements
- Reviews job list daily and manages due dates
- Communicates any expected delays to clients before the job due date
- Confirms any data anomalies (filtered > dissolved, deviations from historical, etc.) with operations before submitting to client
- Reviews reports and EDDS before issuing to the client
- Confirms correct report format and EDD format is used

**Invoicing:**

- Reviews final invoice before issuing to client
- Generates credit/debit memos as needed
- Submits credit/debit memos for approval
- Works with collections on A/R follow-up

**Account Maintenance:**

- Follow up calls and visits with clients
- Provides technical support as needed
- Uses company resources to follow up on client requests
- Familiarity with company capabilities and key contacts
- Forward opportunities and leads to sales
- Forecasts upcoming work

## Qualifications

**Education:**

- BS/BA in Chemistry/Sciences or related field (four years related experience may substitute for a degree)

**Experience:**

- 6 months of client relationship/customer service experience required; 2-3 years preferred
- Prefer some bench chemist or field experience
- Requires additional lab training in methods and QA across multiple departments

**The ideal candidate would possess:**

- Understanding of project specifications and laboratory procedures
- Knowledge of environmental regulations
- Process improvement methods
- Familiarity with QA program plans
- Awareness of contract compliance
- Experience with laboratory methods and techniques
- Basic knowledge of the LIMS
- Effective time management
- Computer skills – using routine software applications such as Outlook, Office, Excel, Word, Access, and PowerPoint.
- Ability to ensure requirements for On-Time Delivery are met
- Strong computer, scientific, and organizational skills

## Additional Information

**Position is full-time Monday – Friday 1st shift 8:00am-5:00pm, with overtime as needed.**

Professional working proficiency in English is a requirement, including the ability to read, write and speak in English.

**We support your development!** Do you feel you don't match 100% of the requirements? Don't hesitate to apply anyway! Eurofins companies are committed to supporting your career development.

**We embrace diversity!** Eurofins network of companies believe in strength and innovation through diversity, being an Equal Opportunity Employer. We prohibit discrimination against employees or applicants based on gender identity and/or expression, race, nationality, age, religion, sexual orientation, disability, and everything else that makes employees of Eurofins companies unique.

**Sustainability matters to us!** We are well on our way to achieving our objective of carbon neutrality by 2025, through a combination of emission reduction and compensation initiatives. We encourage our laboratory leaders to make sustainable changes at their local level, and in addition to their initiatives we also count on our dedicated carbon reduction team to help us to achieve this goal!

Find out more in our career page: <https://careers.eurofins.com/>

**Eurofins USA Environment Testing is a M/F, Disabled, and Veteran Equal Employment Opportunity and Affirmative Action employer.**