



## PROJECT COORDINATOR

**Employment Type:** Full-Time / Exempt  
**Department:** Product Development / #500  
**Effective:** February, 2020

### **Position Summary:**

Work as part of multidisciplinary team to monitor the progress of product development projects from planning to product launch. Prepare and maintain necessary documents through Design & Development and product lifecycle- technical files, design history files, risk management files, device master records, study protocols/ reports and other applicable documentation. Organize regular update meetings to assure adherence to approved plans and their timetables. Be the main communication channel with outside partners to organize product development activities. Manage the company's patent portfolio.

### **Required Education, Experience and Skills:**

Bachelor's Degree in a scientific discipline (chemistry, biochemistry, immunology or related field) with minimal project coordination experience. Knowledge of current MS Office PowerPoint, Project, Word, Excel, and other relevant programs. Above average planning, organizational and communication skills. Ability to learn in-vitro diagnostics requirements and specifics of diagnostic products, and instrumentation, and industry standards and practices. Adequate comprehension of immunochemistry and quantitative bioanalytical techniques. Understanding of experimental design and basic skills in statistics. Self-motivation, reasonable independence, critical thinking and ability to work on multiple projects simultaneously. Bilingual in both English and Korean is a plus.

### **Essential Functions/Major Responsibilities:**

- Understand product development requirements and prepare practical timetables for achieving projects goals.
- Work with project leaders to identify projects goals and maintain respective schedules.
- Organize meetings, prepare agendas and minutes, and disseminate to group members.
- Prepare and keep update Design and Development documents and other relevant documents during product life cycle.
- Work effectively with members of product development (PD), quality assurance (QA) and operations (OPS) departments.
- Efficiently manage own time to complete work by specified completion dates.
- Perform other assignments or projects as directed.
- Responsible for compliance with the company's quality system requirements through training and adherence to policies, procedures and processes.

- Support documentation transfer to QA and OPS as required.
- Communicate with outside partners and update project status constantly.
- Manage the company's patent portfolio.

**NOTE:** This Job Description is intended to outline general functions of relevant position and shall not be considered as comprehensive definition of specific tasks that will be required. Furthermore, specific duties of this position are subject to change as Company, Department and circumstances change. All employees are expected to perform their duties within their ability as required by the job and/or as requested by management.