

June 8, 2022

POSITION

Project Manager Assistant

REPORT

Project Director & BUMA

FULL TIME / PART TIME

Full Time

LOCATION

Bethesda, Maryland

DURATION

Permanent Position

ABOUT NOVOLYZE

Novolyze is a rapidly growing company that empowers the food & beverage industry to enhance food safety & quality performance in a rapidly changing environment. We offer application-driven, tech-enabled solutions to activate a groundbreaking, holistic approach to food safety and quality. We leverage the power of IoT and cloud computing to unify food safety and quality data, transform them into actionable insights, and enable real-time decision-making.

Our team is composed of experienced food safety & quality professionals offering cross-functional expertise in microbiology, process engineering, risk assessment, SaaS solution engineers and many others. At Novolyze, we all share the same passion for making the foods we eat everyday safer while improving the sustainability of food production systems. Our values encompass Customer Success, Boldness, Team Spirit, Agility & Impactfulness.

Novolyze Inc. provides:

- A clear growth perspective
- A professional and dynamic team with a global vision and mindset
- An exciting, international, multicultural working environment
- Working for a mission-driven business with a meaningful challenge making a positive impact on food safety and quality industry
- Competitive compensation

- Health benefits - medical, dental, and vision
- 401K
- Unlimited paid time off
- Choice of PC or Mac
- Gym (at our Bethesda office)

If you have a desire to grow with a dynamic company, make a major difference within the organization, and thrive working in a fast-paced environment, then this opportunity may be for you.

WHY YOU SHOULD JOIN NOVOLYZE

Novolyze proposal aim to positively impact the world. Joining Novolyze will allow you to embrace this commitment over public health and sustainability. By joining Novolyze you will also be onboard with a dynamic fast-growing company where team members are highly considered. Fast growing companies often offer careers evolvement opportunities. Historical French and Serbian bounds will offer a multicultural environment that will enrich your open mind set.

MAJOR EFFECT

Deliver value to customers and prospects by helping them achieve their objectives using Novolyze products and services while maximizing the ROI of the projects.

JOB DESCRIPTION

The ideal candidate must be a project manager professional with knowledge in Food safety & quality. A sensibility to SaaS and digitalization will be highly appreciated.
Candidates will:

Presales:

- Ensure technical sales offer construction in order to guarantee the feasibility and quality of the proposed solutions

- Provide tasks costs and schedule estimation to sales team

Project Management :

- Conduct technical tasks assigned by the Project Director or PM
- Monitor cost and optimize tasks delivery budget compliance
- Solve issues and document improvement measures
- Monitor task delivery turnaround time
- Ensure stakeholders satisfaction
- Ensure documented research bibliography when necessary
- Conduct on site customer support services
- Provide information necessary for customer invoicing
- Write test protocols and reports

INTERACTIONS

- This person will report to Project Director
- This person will work very closely with Senior Project Managers
- This person will interact with different business lines and internal departments
 - Platform and validation businesses
 - Departments: Customer success, sales, product development
- Position will also be customer facing (product presentations, events, sales steps support, etc.)

PROFIL

- Engineering degree, master's degree or equivalent required- focused either on manufacturing, sciences, Food Safety & Quality, food industry digitalization or process engineering
- 1 year of experience in Project management related to food safety or quality
 - Bachelor accepted within 2 years' experience in Project management related to food safety or quality
- Excellent communication skills (presentation- report writing- teaching/training)
- Excellent Organization according to priorities
- Knowledge of food processes
- Knowledge over Software and digital transformation
- Spanish and French could be appreciated
- Transversal management
- Emotional intelligence

- Strong customer orientation (internal or external), taking satisfaction into account
- Dynamism, optimism, strong sense of contact
- Ability to travel will be necessary

APPLICATION

If you are interested in this position, please send your application to paul.campbell@novolyze.com. Novolyze prohibits all discrimination and encourages diversity in all forms. Novolyze is committed to respecting the diversity of its employees and to providing them with an inclusive work environment.

