Project / Portfolio Manager

Microvi Biotech Inc. – Hayward, CA

At Microvi, we tackle some of the world's most significant challenges—water scarcity and pollution, wastewater treatment and reuse, and the production of renewable fuels and chemicals.

We are looking for a Project / Portfolio Manager responsible for the planning and execution of our project portfolios including commercial, pilot, demonstration, and R&D projects. This position is primarily involved in directing schedules and monitoring budget/spending. You will ensure consistent practices throughout all phases of the project life cycle while driving the development and manages the execution of high quality, integrated cross-functional plans for projects. You will apply project management best practices in the development, initiation, planning, execution, control and closing of projects. This includes providing clear direction on requirements to meet expectations of external customers and business stakeholders.

As a core member of our interdisciplinary team, you will interact with research and development and commercial teams on a daily basis. We have many projects happening at once; some small, some large and multi-year. The right person for this role knows how to keep a lot of trains running on time. If that sounds like you, we would like to hear from you!

Responsibilities may include, but are not limited to:

- Put in place and manages the tools and processes that maximize efficiency, results and happiness (of our people and partners) and minimizes mistakes.
- Work most directly with our team, to make sure our project teams have the people and expertise to meet project goals. Because of you and your systems, they should be able to reduce how much time they spend on these tracking activities, so they can focus on meeting their technical objectives.
- Utilize the necessary software tools to do your job and so that the process doesn't feel like burdensome, unproductive overhead to your internal customers.
- Responsible to report on the big picture as well as zooming down into the details including description of all the impacts of potential changes; picking up on leading indicators of issues; and communicating effectively and broadly, up, down and across the organization.

Qualifications

- Bachelor's degree in science, engineering, math, or related field required; advanced degree and/or MBA preferred
- Demonstrated success in tracking at least 5 projects involving a minimum of 10 people (preferably 25+); be ready to describe how you did it, in detail (nothing confidential, of course). Have defined and used metrics to demonstrate the efficacy of overall project management.
- Proven ability to switch between issues of different projects on the same day. Able to *quickly* answer any question by using your project tools and command of research.
- Experience using a variety of software tools, and the ability to evaluate and quickly learn new software. Can quickly compare and contrast a range of tools, and speak to what's new on the scene and how it might apply to us.

- Revered by co-workers for ability to describe what's going on in their project, and coherently assess and describe impact of changes. Not required to be a technical subject matter expert, but you explain the big picture well and build cross-group understanding. Your writing is clear, specific, understandable.

- Enthusiasm for cross-departmental collaboration in support of all organizational goals and initiatives. interact comfortably and professionally with different personalities and all levels of the organization.

The most successful candidates for this position are not only organized, detailed-oriented problem solvers, but also appreciate innovation and can represent our creative, forward-thinking brand. Candidate should be comfortable working in a fast paced, small company environment.

This full-time position offers not just highly competitive compensation and benefits, but also strong potential for career advancement for driven, self-starting, and passionate individuals. Our team looks forward to reviewing your cover letter and resume!

Location – Hayward, CA – MUST RELOCATE, IF NEEDED, TO THE SAN FRANCISCO BAY AREA

Please email your resume or CV to careers@microvi.com

About Microvi

Microvi is green technology company based in the San Francisco Bay Area that delivers next-generation biotechnologies for the water, wastewater and renewable chemical industries. Anchored by a market-driven R&D philosophy, Microvi turns early-stage interdisciplinary research into smarter, smaller, faster and cleaner commercial products. Microvi offers commercial technologies around the world to reduce waste, increase productivity and provide disruptive economics across the value chain. Learn more at www.microvi.com.