



Associate Project Manager

Reports to: Associate Director, Program Management

Role and Responsibilities

Portal Instruments seeks a curious, detail-oriented leader to join the product development engineering team in managing development and testing of both Portal's electro-mechanical device and single use disposable. Responsibilities include:

- Work closely with other members of the project management group to coordinate activities among the engineering team
- Manage deliverables for internal and external stakeholders, including the Portal leadership team and Portal's pharmaceutical partners
- Develop and maintain project schedules
- Support development and distribution of meeting minutes, action item logs, etc. to project stakeholders
- Document projects in accordance with Portal's ISO 13485 certified quality management system

Required Skills and Experience

- The ideal candidate will have a strong technical background and 1-3 years of experience in technically oriented project management
- Ability to multitask and juggle competing priorities
- Highly organized
- Possesses the leadership skills necessary to motivate the team to adhere to established project timelines
- Portal strives to build a team with diverse skillsets. Our product is a highly integrated electromechanical system, and many of us work across multiple disciplines. Experience in electromechanical systems is highly desirable.
- Experience in the medical device or pharmaceutical industry a plus

Qualifications

- B.S. in engineering or equivalent
- 1-3 years of experience in technically oriented project management
- Strong written and verbal communication skills



About Portal Instruments

Portal is transforming medicine by allowing chronic patients to self-inject their biological drugs with a needle-free device. This innovative drug delivery system replaces auto-injectors and is overwhelmingly patient preferred. Issued from MIT Research and easily connected to the cloud, the Portal device allows biopharmaceutical companies to augment their biological therapies and differentiate them from competitors. The device captures injection data in real time and transmit those via the cloud to all stakeholders for optimal care. Portal's business model is to partner with biopharmaceutical companies and co-develop drug/device combination products. The company has partnerships with Takeda Pharmaceuticals, LEO Pharma, Sanofi SA and 3M. It is currently at the pre-launch stage with pilot lines producing products for clinical evaluation. Come join us on this exciting journey of making chronic patient care and comfort a priority.

Working at Portal Instruments

- Portal Instruments is looking for unique individuals who want to make a difference in the lives of patients and how medicines are delivered today
- Portal Instruments offers employees the opportunity to work in a fast-paced start-up that values innovation, creativity, accountability, teamwork, and openness while providing excellent leadership and development opportunities
- Portal Instruments is committed to challenging implicit bias and creating an equitable work environment. We are proud to be an equal opportunity employer. All qualified candidates will receive consideration without regard to race, ethnicity or national origin, sexual orientation, gender identity or expression, genetics, military service, age, family status, or disability.
- Portal offers a competitive salary, a comprehensive benefits package, including stock options, a 401(k) retirement plan, a health and dental plan and a chance to make a difference in the lives of thousands of patients.

To Apply: Please submit a resume and cover letter to: careers@portalinstruments.com. You will be contacted if your background meets Portal's needs.