



[ki'-mah-noks'] means Ideal Knowledge Transfer

RTP

2220 Sedwick Rd, Suite 201
Durham, NC 27713
Main: +1-919-246-4896

Midwest

1800 Nations Dr, Suite 221
Gurnee, IL 60031
Main: +1-224-538-3810

DC

5268-G Nicholson Ln, Suite 208
Rockville, MD 20852
Main: +1-847-239-2710

January 2012

**PERMANENT, FULL-TIME JOB OPENING:
Manager/Director/Vice President, Chicago Operations
Reports to President and CEO**

Division/Region:

Chicago (Gurnee, IL)

Educational Background:

Bachelors of Science from an accredited institution; chemical engineering or closely related engineering major required. Continuing education or certificates in project management, business management, engineering, quality, and regulatory a plus.

Experience:

5-20 years experience in Biotechnology and/or Biopharmaceuticals working in at least two (2) of the following departments:

- Manufacturing
- Process Engineering
- Technical Services or Manufacturing Sciences
- Quality Assurance or Regulatory Affairs
- Project Management
- Process Automation
- Process Development

Experience leading, managing, and executing a variety of technical projects and programs. Experience managing and motivating highly skilled professionals with advanced degrees. Experience supporting process design, scale-up, technology transfer, and GMP start-ups. Experience working with quality and regulatory professionals and/or regulatory authorities. Experience with cGMP facility/utility/equipment design, construction, commissioning, and/or validation. Experience managing budgets, schedules, and objectives at the department level or equivalent. Experience at large, established multi-nationals in addition to small, growing organizations is a plus. Additional Medical Device and Pharmaceutical experience a plus.

Desired Aptitude and Skill Set:

- Highly organized
- Excellent oral communication, including good phone presence
- Attention to detail and accuracy
- Know when to ask for help and who to ask
- Fast learner and accepting of change
- Honed professional and executive writing styles
- Expert distiller and communicator, including documentation formatting
- Ability to motivate self and others
- High energy level
- Ability to perform under stress
- Excellent problem solving skills
- Extroverted with seasoned soft skills
- Team player who is happy to help others excel professionally
- IT savvy
- Systems minded
- Excellent understanding of FDA's cGMPs (i.e., GMP Quality Systems)

Job Description:

Manage and support all operational aspects of Kymanox's Chicago Division. Maintain Kymanox's physical presence in the Chicagoland area with support from the Corporate Division. Assist in business development activities with support from the Corporate Division; record leads and opportunities in Kymanox's Customer Relationship Management (CRM) system. Identify and hire one (1) junior-level resource for the Chicago Division. Maintain and expand network of local independent contractors who are pre-approved to work for Kymanox. Provide leadership for Kymanox's participation at sponsored conferences and events.

As local project workloads permit, assist other Kymanox divisions with technical and managerial support. Provide technical project leadership on local area projects including managing schedules, budgets, scopes, and technical support staff. Work as a subject matter expert on applicable projects.

Maintain and expand network of industry contacts to stay current with local news, industry events, market trends, and business opportunities. Ensure a high-level of customer service and satisfaction to facilitate follow-on business and maintain organic growth with existing clients. Train, coach, mentor, and manage Kymanox team members including experienced subject matter experts. Motivate, direct, and manage contractors effectively and efficiently. Identify and maintain contacts to assist with future hiring.



Follow existing Kymanox systems as appropriate; identify and implement new internal systems to support growth. Employ cost saving measures to minimize overhead costs. Utilize new yet proven technologies to improve efficiencies (e.g., “work smarter, not harder”), communication, quality, schedules, costs, scope management, and team morale.

Evolve the position’s role over time and continue develop professionally to support the growth of the Chicago Division. Strategically develop the Chicago Division to support Kymanox’s position as an expert in project management, engineering, commissioning, and validation.

Perform additional responsibilities as requested or assigned by the President and CEO.

Travel:

Up to 10% remote travel.

Salary:

Salary commensurate with qualifications and experience

Bonus:

Eligible for incentive program

Benefits:

Fortune-500 type benefits via Kymanox’s strategic partner for Human Resources

Apply:

Send your completed job application to careers@kymanox.com