

Job Description

Function	Project Management, Process R&D
Position	Project Manager
Location/s	Manchester, UK
Reports to	Vice President, Project Management

Summary of Job

Sai Life Sciences is looking for a Program Manager to play a key role in planning, coordinating and delivering customer programmes while ensuring strong governance, stakeholder alignment, proactive risk management and timely execution.

This position reports to the Vice President, Project Management, Process R&D and involves significant interface with the other senior management team members, cross-functional teams comprising PR&D, AR&D, PE, QA, QC, production, etc. and clients.

Key Responsibilities

- Manage customer programmes from initiation and kick-off through execution, monitoring and closure.
- Act as a key interface between customers and internal cross-functional stakeholders.
- Develop and maintain project plans, timelines, Gantt charts, dashboards and action trackers.
- Lead project reviews and effectively manage actions, risks, issues, dependencies and escalations.
- Coordinate resource planning, budgets, investment requirements and other programme needs.
- Prepare project status reports, MIS dashboards, meeting minutes and management updates.
- Coordinate customer meetings, programme reviews and other key project interactions.
- Manage project changes with appropriate documentation, communication, control and follow-through.
- Provide comprehensive invoicing and revenue monitoring support
- Drive delivery against agreed scope, timelines, quality and stakeholder expectations.

What We're Looking For

- Demonstrable experience in independently managing complex projects or programmes in a customer-facing or stakeholder-intensive environment.
- Strong capability across project planning, execution, governance, risk management, issue resolution and change management.
- Proven ability to coordinate multiple cross-functional teams and complex interdependencies.
- Strong customer and stakeholder management capability, including engagement with business leaders and senior stakeholders.
- Experience managing project schedules, milestones, resources, budgets, risks and deliverables.

- Strong communication, meeting facilitation, documentation and reporting skills.
- Ability to effectively manage multiple priorities and programmes within a fast-paced environment.
- Structured problem-solving approach with strong attention to detail and execution discipline.
- Candidates from diverse industry backgrounds are welcome. Experience in technically complex, project-driven or regulated environments would be advantageous

What Success Looks Like

- Programmes delivered against agreed scope, timelines and stakeholder expectations.
- Risks, issues and dependencies proactively identified and effectively managed.
- Clear and consistent communication across customers and internal teams.
- Accurate and timely dashboards, trackers, project plans and status reports.
- Strong programme governance, documentation and continuous improvement.

Key Skills

- Program Management
- Project Management
- Stakeholder Management
- Customer Management
- Project Governance
- Risk Management
- Change Management
- Cross-functional Collaboration
- Project Planning
- Resource Management
- Budget Management
- Reporting
- Project Delivery
- Project Management Qualification Desirable But Not Essential