

Project Coordinator

Location: Sacramento, CA

Organization

Novogene, headquartered in Beijing with branches in the U.S., U.K. and Singapore, is a leading genomics solution provider with cutting edge bioinformatics expertise and the largest next-gen sequencing capacity in China. Committed to quality service and scientific excellence, Novogene has achieved rapid growth and industry recognition by working in partnership with diverse healthcare, educational and research institutions around the globe to realize the unlimited potential of the rapidly evolving world of genomics. The company has completed numerous major service projects with findings published by top-ranked journals such as Nature and Science.

After achieving tremendous success in China, the company established Novogene Corporation in 2014 in the U.S and a state-of-the-art California sequencing center in Sacramento CA in early 2016.

Position Requirements/Functions

- Provide timely feedback on projects; follow up and smoothly promote the progress of each project
- Manage online projects and ensure each project is delivered on schedule
- Review and examine reports of each project stage; work with operations manager to assign orders
- Solve problems in project implementation and after-sales by communicating with other involved departments
- Communicate with sales and customers on the progress of each project
- Optimization of the process in projects operation, improve operational efficiency

Preferred Background/Requirements

- Advanced degree in life science or medical relevant
- Acquainted knowledge of NGS and genomics is a plus
- Genetics, molecular biology, gene engineering background or previous relevant research experience is preferred
- Proficiency in English, strong written and oral English
- Strong working responsibility, patient, prudential, and earnest
- Strong logical thinking, problem solving and understanding ability
- Good interpersonal and communication skills, ability to work calmly under pressure
- Attention to detail and ability to multi-task
- Proficiency in Microsoft office software

Salary and Benefits

Competitive salary and benefits including health, dental and vision insurance and 401k

To apply, email Patricia Timms: patricia.timms@novogene.com