

Company Overview

Esperion is a small company doing big things. Our innovative team of lipid management experts are committed to leveraging our understanding of cholesterol biosynthesis to develop innovative therapies for the treatment of patients with elevated low-density lipoprotein (LDL-C). At Esperion we are passionately committed to bringing complementary therapies to the hypercholesterolemia space that address unmet patient needs in a way that is “patient-friendly, physician-friendly and payer-friendly.”

Esperion’s corporate headquarters are located in Ann Arbor, MI. The Company offers a competitive salary including a performance-based bonus program and stock-based compensation, a comprehensive benefits package including a 401(k) matching plan and health insurance, and paid time off and holidays.

Position Title: Senior Manager/Associate Director, Project Management

The Senior Manager/Associate Director of Project Management is responsible to ensure proper communication of project related information to associated project teams. This role will support NDA/MAA activity including document tracking and execution. Available as a remote, work from home opportunity.

Preferred Location: Remote – US

Essential Duties and Responsibilities*

- Communications Management – Ensuring the proper collection and dissemination of project related information to project teams and internal associated functional teams;
 - Promote and foster a strong team culture & open a transparent line of communication.
 - Generate agendas, facilitate meetings as appropriate, document meeting decisions, coordinate action items and clearly identify/communicate all follow-up expectations to the defined functional teams.
 - Provide project documentation to team members as requested, including maintenance of materials on team collaborations portal.
 - Provide key data and updates on project status to supervisor/program review for reporting to larger Esperion team (timelines, budget, resources, and delays).
 - Experience in coordinating cross-disciplinary project teams in a matrix management environment
 - Serve as a contact with internal and external teams to ensure appropriate communication and support of team and project activities to all stakeholders.
- NDA/MAA Activity/Document Tracking and Execution - Provide operational support to Marketing Application Core, Extended, and senior management teams.
 - Execution of the key NDA/MAA activities, including monitoring of timelines and updating project plans, as appropriate.
 - Identify, communicate, and track all NDA/MAA project actions and milestones to completion, including all critical path activities.
 - Key activities include input into the document review process, by coordinating with project management and document owners to ensure proper communication of timing of document reviews and any changes mid-process to all parties in real time.

Essential Duties and Responsibilities Continued*

- Monitor activities and communicate possible delays and/or bottlenecks to affected team, supervisor, and/or senior management.
- Track all NDA/MAA required documents in the content plan, ensuring all documents are provided to Regulatory publishing in a timely manner.
- Manage regulatory activities from initiation to submission to regulatory agency
- Provide strategic solutions to ensure completion of competing priorities
- Works effectively with vendors in an alliance management capacity
- Other responsibilities as assigned by the supervisor.

**additional duties and responsibilities not listed here may be required*

Qualifications (Education & Experience)

- Bachelor's degree in a related discipline. Master's degree in life sciences preferred.
- Minimum of 8 years of industry experience with at least 5 years in drug development/regulatory; eCTD large submission experience required.
- Proven project management skills; PMP Certification is a plus.
- Experience working cross-functionally and with all levels of management.
- Excellent written and oral communication skills.
- Experience working with electronic tracking of Integrated Project Plan and submission assembly TOCs.
- Intermediate to Advanced skills in MS Project.

Notice to Agency and Search Firm Representatives: *Esperion Therapeutics is not accepting unsolicited assistance from agencies and/or search firms for any job posted on this or a referring site. Please, no phone calls or emails. All resumes submitted by an agency and/or search firm to any employee at Esperion via email, the internet, or in any other form and/or method without a valid written agreement in place will be deemed the sole property of Esperion. No fees will be paid in the event that a candidate is hired by Esperion as a result of an unsolicited agency and/or search firm referral.*

All qualified applicants are requested to submit a cover letter and CV via email to hr@esperion.com.