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| Position Title | Operations Manager | Job Category | Management |
| Location | Richmond, VA | Travel Required | None |
| Level/Salary Range  | TBD | Position Type | Full-time |
| Contact | HR@themccgroup.com | Date Posted |  |
| Will Train Applicant | N/A | Expires | Open until filled |
| Resume/Applications Accepted by: |
| **Apply on-line** <https://themccgroup.applicantpro.com/jobs/> | **E-mail**HR@themccgroup.com |
| Position Description |
| The McConnell Group, [www.themccgroup.com](http://www.themccgroup.com/), a health science company, has an opening for a full-time Operations Manager to support an opportunity in Richmond, Virginia. The incumbent will serve as a contract employee working for The McConnell Group, Inc., a leading provider of research support services. **Position Requirements:** 1. Oversee operations and management of the animal care and research program in the performance of investigator project requirements; managing personnel, animal and facility resources in coordination with the Clinical Veterinarian, immediate facility Animal Care Supervisor and Training Administrator
2. Acts as a direct interface between contract personnel, client personnel and the Principal Investigators (PIs), Study Directors, Program Directors and other members of the investigative team
3. Coordinates with investigators to allocate resource requirements
4. Helps coordinate investigator needs with the Director of Animal Resources, and the Clinical Veterinarian, Animal Care Supervisors and Trainer and/or their assigned designees
5. Interacts effectively with PIs, Study Directors and investigative team(s) to achieve goals set forth within approved research protocols involving animal care, developing department master schedules and study-specific schedules, diet, dosing and standard observational and technical procedures and accurate reporting of such data
6. Familiar with active experimental protocols and future studies in the research pipeline to aide in assuring the PIs’ and Study Directors’ experimental parameters are met
7. Serves a resource of knowledge for all Supervisors, Trainer, Animal Care Staff to maintain the integrity of all experiments
8. Functions as the backup for the facility Animal Care Supervisors when needed/required
9. Manages the assignment and movement of personnel between tasks to balance the level of effort with the scope of work and the level of technical expertise and training as required
10. Maintains up-to-date inventory of animals and provide investigators with animal colony production and availability for short and long-term projects
11. Reserves animals for specific shipment dates as requested
12. Assists with development and implementation of SOPs
13. Works closely on a regular basis with the Trainer, who coordinates with the Clinical Veterinarian and facility Animal Care Supervisors to implement and document in-house training of personnel as required to ensure the technical capabilities and preparedness of a well-trained staff
14. Assists in forecasting SOP training needs, coordinating and designing specialized animal care training plans with the Clinical Veterinarian and Trainer. Furthermore, routinely communicates with the Trainer so that instructors can be identified, taught and assigned to train personnel.
15. Completes monthly work progress reports, productivity reports and graphs
16. Generates various reports as required by the contract and client in a timely manner
17. Assures adherence to applicable institutional, state and federal laws, regulations, guidelines and directives, including but not limited to AWA, OLAW, AAALAC, USDA, OSHA, GLPs, etc.
18. Has experience in developing, directing and administering an Occupational and Environmental Health and Safety (EHS) Program
19. Maintains awareness of current information on animal care and use legislation, licensing and certification

**Qualifications:** 1. Bachelor's Degree in Animal Science, Biology, or related field
2. Five years related experience, including proven technical knowledge and laboratory experience
3. 3 years -Supervisory/Management Experience in a AAALAC Int. Accredited Animal Research Facility
4. AALAS LATG certification upon hire, CMAR preferred
5. Have good working knowledge of laboratory animal technician duties and training
6. Have experience in managing rodent breeding operations
7. Have experience in projects requiring GLP compliance
8. Concise, clear, and professional communication (both verbal and written).
9. Excellent interpersonal, time management, and organizational skills.
10. Basic knowledge of operating a personal computer to access email, utilize electronic calendar systems and databases, and use of basic computer software (Microsoft Word, Outlook, Excel, Adobe).
11. Must be able to receive and maintain all required clearances

**Compensation / Benefits:** TMG offers competitive pay and benefits package.**The McConnell Group is an equal opportunity employer.** |