

Numab Therapeutics AG is an expanding, clinical stage Swiss biotech company based in Horgen, Kanton Zürich. The company is focused on the discovery and development of innovative, antibody fragment-based therapeutics with a focus on immuno-oncology. With our breakthrough antibody-discovery and multi-specifics engineering platform, we engage in proprietary projects as well as collaborative research on behalf of partners in the pharmaceutical industry.

To support our research, preclinical and / or early-stage clinical development projects we are looking for a

Project Manager Drug Development 100%

1 year with a possibility to extend

The position

You will be responsible for supporting project teams to drive projects through timely decision points and milestones from research through to formal IND-enabling studies and completion of clinical proof of concept in oncology. This role contributes to the successful establishment and execution of project plans by coordinating the project team to deliver on project objectives. In this cross-functional role, you will join the alliance and project management function and your main responsibilities are:

- Establish and maintain comprehensive project plans in collaboration with project team members and in accordance with company strategy and agreed objectives and goals
- Ensure accurate and aligned activity planning and appropriate resource allocation.
- Organize and facilitate project team meetings; prepare and present agendas, budgets, options to project teams and management
- Understand the requirements and challenges of the development process contributions of the relevant functions in the drug development process
- Monitor project progression and proactively identify opportunities, gaps and risks as well as risk mitigation strategies
- Communicate project changes, issues, and decisions to all relevant stakeholders and ensure realignment of project activities and plan
- Ensure alignment of project team members, line functions and third-party contractors to deliver results on time and at appropriate quality and cost as per agreed objectives
- Oversee, prepare, and control project budgets including resources and costs in collaborating with corporate finance and R&D functions
- Ensure that service providers are managed efficiently and effectively
- Help establish project management tools across projects and implement effective and efficient processes

Your profile

Education:

- Master or Ph.D. degree in Life Sciences.

Experience:

- Minimum of 3 years project management experience in the life sciences, preferably biotech or pharma
- Project management training or certification is a plus
- General understanding of the drug development process
- Experience in the oncology research is a plus
- Hands-on experience in any of the key functions of drug development is a plus (e.g. pre-clinical research, toxicology, regulatory, clinical, bio-analytics, translational, manufacturing)
- Financial acumen with capability to plan and oversee project budgets
- Strong proficiency with project management practices, tools and methodology to effectively manage complex project timelines and adapt to change

Skills and Abilities:

- Outstanding interpersonal skills with the ability to develop effective relationships with project team members and key stakeholders
- Excellent analytical and problem-solving skills
- Exceptional clarity, logic, and to the point communication adapted to the audience / stakeholders
- Good listener, fast learner with exceptional ability to understand and simplify complex problems, identify key issues, and devise pragmatic solutions while keeping the big picture and goal in mind
- Exceptional organizational skills and focus
- Strong communication and presentation skills with the ability to communicate complex information effectively
- Track record of good decision making and exercising sound judgment with irreproachable integrity
- Self-motivated with the desire to help and achieve and the ability to translate strategy into action
- Hands-on, respectful, collaborative approach based on mutual trust and support
- Excellent written and verbal English; German is a plus
- Excellent knowledge of MS office: Excel, Word, PowerPoint, Project, Outlook, Teams
- Valid work permit for Switzerland

Are you looking for an inspiring, entrepreneurial atmosphere and want to be part of a dynamic team where you can make your contributions count? We are looking for skilled people who are eager to make an impact. We are offering an initially 1-year contract with the possibility to become permanent in an innovative environment as well as a competitive compensation package and opportunities to advance your career in a growing organization.

We are looking forward to receiving your application with reference number NB096 to hr@numab.com.