

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 and preclinical stage drug development projects we are looking for a

Project Team Leader, Drug Development 100%

In this position, you will report to the Vice President, Head Project and Alliance Management. This role drives 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 Project and Alliance Management team, and your main responsibilities are:

Your Responsibilities:

- 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 drug development and the contributions of the relevant functions in the drug development process
- Contribute to the evaluation of research/therapeutic concepts, data package consolidation and interpretation, analyze and utilize competitor data, keep the project focused on medical need and development path
- 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, 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 adherence to established project management tools and practices across projects and effective and efficient project leadership

Ideal candidates will have:

- Experience in research and pre-clinical development of inflammation and/or oncology therapeutic candidate compounds
- Good understanding of the drug development process
- Minimum of 3 years project management / leadership experience in the life sciences, preferably biotech or pharma industry
- Hands-on experience in any of the key functions of early drug development is a plus (e.g. antibody engineering, pre-clinical research, toxicology, bio-analytics, translational, manufacturing, early clinical development - inflammation / oncology)
- Financial acumen with capability to plan, maintain, and oversee complex project budgets

- Strong proficiency in project management practices, tools and methodology to effectively manage project timelines and adapt to change; project management training or certification is a plus
- Valid work permit for Switzerland

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 audience / stakeholders
- Good listener, fast learner with exceptional ability to understand and simplify complex problems, identify and prioritize 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
- Self-motivated with the desire to help and achieve
- Ability to translate strategy into action
- Hands-on, respectful, collaborative approach based on mutual trust and support with impeccable integrity
- Excellent written and verbal English; German is a plus
- Excellent knowledge of MS office: especially Excel, Word, PowerPoint, Outlook, Teams

What we offer:

- A diverse field of activities in a dynamic team with an inspiring, entrepreneurial atmosphere
- Flat hierarchies and short decision-making paths
- The opportunity to take responsibility, help shaping and implementing solutions
- Employment conditions in line with the market, superior pension plan, flexible working time model, and opportunities for further personal development
- Performance-based bonus and participation in the employee stock option plan
- Several fun team events throughout the year
- A workplace near the city of Zurich overlooking the lake

We are looking forward to receiving your application with reference number NB120 to hr@numab.com.