

(Senior) Project Manager

Location: Merelbeke/ Zwijnaarde, Belgium

Job description

Ziphilus is a pharmaceutical company that focusses on the development of RNA-based vaccines, and therapeutics. As a (Senior) Project Manager, you will be working in a young and dynamic environment where collaboration and teamwork are encouraged.

You will be responsible for:

- Develop and implement project management methodologies and best practices to build on the project manager team's skills and abilities.
- Contribute to the establishment of common practices, tools, and templates for portfolio and project management, and ensure adherence to company and legal standards
- In collaboration with project leads, supervision of the daily operations and activities of projects such as project scheduling and budget management.
- Monitoring deadlines and ensuring projects are delivered on time.
- Preparation of status reports to top management and assure that files are on schedule to meet the target filing and registration dates.
- Identifying and evaluating critical path activities needed by the product, analyzing contingencies and coming up with alternatives to overcome them, supervising and mentoring team members, and ensuring that the project team is working efficiently according to project objectives, goals, specifications, deliverables and timelines
- Revising data reports, medical reports, journal manuscripts on the preclinical/clinical performances, based on literature and other data resources.
- Bringing a systematic approach for all reports.
- Ensuring that the content, format and structure of the documents comply with regulatory, journal, or other guidelines.
- Reviewing and proofreading materials to check quality and scientific accuracy.
- Ensuring all appropriate reports are distributed to regulatory authorities, ethics committees and investigators.
- In collaboration with project leads, communicate research and development findings to top management.
- Working collaboratively with other R&D colleagues as part of a multidisciplinary team, be engaged in planning experiments without being afraid to think out of the box.

Preferred qualifications

- A PhD or master's degree in biotechnology (e.g. biomedical sciences, biochemistry, pharmacy, or any other scientific degree) that allows you to fulfill the above-mentioned tasks
- A minimum of >3 years PM experience within a biotech environment (preferably experience within a start-up setting) is required
- Experience with Clinical Trial Application of a FIH study is a benefit, but not required.
- Willingness to learn is a must
- Strong administrative skills, and the ability to generate clear, concise reports

- Ability to prioritize work, take initiative when required and to work quickly and accurately
- Clear communication skills
- Fluent in English, both written and verbally
- Great interpersonal skills, a team player, but equally comfortable working independently
- Ability to work in a fast-paced, small company environment.

What we have to offer

The position is full-time. We offer a market-compliant salary, including an attractive package of fringe benefits. We offer you a challenging career in a dynamic and fast-growing company, including opportunities for strong personal development within a multidisciplinary environment.

Why Ziphius?

Ziphius' team consists of a well-balanced, diverse group of people with complementary skills. The team members are united by their common passion for health care and entrepreneurship. Ziphius has a culture of creativity and innovation, supported by its values that include Caring, Positivity, Growth, Unity, Passion and Integrity.

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A CV as well as a motivation letter can be forwarded by email to HR@ziphius.org.