

April 2016

MedAnnex Ltd is seeking to appoint a part-time Project Manager

Attractive salary, negotiable depending on experience

OVERVIEW

An exciting opportunity to join a small, flexible biotech company in central Edinburgh as Project Manager for the development of novel antibody therapeutics. We wish to appoint an experienced Project Manager with a pharmaceuticals/biotech background to coordinate and manage our exciting preclinical programmes to planned time, budget and quality. We offer a friendly and flexible working environment, centrally-located in pleasant offices in Edinburgh.

JOB DETAILS

20-25 hours per week negotiable, based on 4 or 5 hours per day. The two main programmes to be managed are early-stage. We envisage a daily part-time role initially and this may evolve into a full-time position. The role will involve coordinating with in- and out-sourced suppliers to set out objectives and agreements, and track/manage progress and spend, reporting to management on progress according to the agreed budget and plan. The right person will have very good communication/coordination skills and the ability to scan pre-emptively for risk and potential issues. He/she will be good at managing stakeholder relationships and have a high proficiency at creating and reporting against plans, forecasts, budget and resource allocations. A knowledge of the core Microsoft suite is essential, and Excel proficiency is a must.

SKILLS / EXPERIENCE

Necessary

Life Sciences graduate
Goal-orientated with excellent organisation/coordination skills
Project management experience in a pharmaceutical company
Financially literate
Expertise with Microsoft Excel
Good knowledge of Microsoft Office Suite

Desirable

Postgraduate
Knowledge in one or more of the following areas: antibodies, inflammation, immunology, oncology
Awareness/understanding of pharmaceutical regulations
Experience of work with/within a CMO or CRO

BENEFITS

Family-friendly, flexible employers
Benefits package including pension and discretionary bonus

Application deadline: 2/5/16

Please email your CV, covering letter and references to manuelledebunne@medannex.org