

Head of project management

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1 Biogazelle

Biogazelle offers **genomic and transcriptomic services**, performed in an ISO accredited lab, to support **research, clinical trials and personalized medicine**. Our customers rely on our expertise in RNA biomarker discovery, development and validation; our pioneering role in **liquid biopsies** and **non-coding RNA**, and our experience with clinical trials to accelerate the development of their **diagnostics and therapeutics**. Our service portfolio is built on state-of-the-art technologies such as **RNA sequencing**, high-throughput **qPCR** and **digital PCR**, all combined with **advanced data analysis** methods.

Currently, we are looking for an office-based (Zwijnaarde) **head of project management** who will **lead the project management team** and **manage own projects**.

2 Description and goal of the function

As head of project management, you manage the people in your team and coordinate & supervise their activities. In addition, you are responsible to manage the projects assigned to you.

3 Responsibilities and tasks

The head of project management manages the project management team, a group of project managers who lead, plan, execute and finalize customer projects within given time, cost and quality constraints

- He/she will be responsible for (i) planning, organization and follow-up of overall project management activities and (ii) implementing and maintaining project management processes and standardized tools.
- The head of project manager represents the project management team towards the Biogazelle management and aligns the team capabilities with the business and project needs, both operational and strategic.
- He/she defines processes and organizes meetings to support optimal functioning of the project management team
- He/she creates a context that stimulates initiative, qualitative work and continuous improvement of the team members
- The head of project management is responsible for developing and implementing best practices, project management tools and guidelines for standardized and efficient project management and reporting across the entire project portfolio, hereby also closely collaborating with other members of the team
- Set priorities and take decision for your team.

In addition, you manage projects assigned to you:

- You are the primary point of contact for the customer during the execution of the assigned project
- You are responsible for the coordination of the assigned projects
- You initiate, follow up and monitor several projects simultaneously

- You are responsible for problem solving, implementation of solutions and decision making for your projects
- You have a good understanding of the real needs of the customer, beyond the expressed technical request and you advise customers on the best strategy forward for their project
- You make the bridge between different projects from the same customer
- He/she assists the business development team by drafting project plans for new clients and assisting in the pre-sales process, having an eye for additional opportunities beyond the project scope.

4 Competences and skills

- A master degree or PhD in biotechnology, biomedical sciences, bio-engineering or other life sciences
- Experience in biomolecular research is a must. Experience with transcriptome profiling and gene expression technologies (qPCR, NGS, ddPCR) is a nice to have.
- 5+ year experience in project management
 - for external clients or between departments
 - in a life science environment (pharma, biotech, diagnostics, CRO)
 - managing projects in a team context
- 2+ experience with people management as team leader
- Exceptional planning, organizational and problem-solving skills
- Time management and project tracking skills
- Constructive mindset and real team player helping teams to overcome roadblocks
- Customer and result oriented approach
- Excellent written/verbal communication skills with the proven ability to effectively communicate across different levels of the organization and with customers
- Strong motivational and team building skills
- Able to handle multiple projects and changing priorities
- Able to understand and explain both business and technical aspects of projects
- Excellent writing and presentation skills
- Attention to detail and accuracy, critical mindset
- Driven, energetic and proactive
- Preferably Dutch as mother tongue, fluent in English (writing and speaking)

5 Our offer

- A full-time position in a growing company with a dynamic team
- A financial package according to your experience, extended with legal benefits and meal vouchers
- Professional development and training opportunities
- Open and informal working atmosphere
- Excellent opportunity to grow a team

6 How to apply?

Please send your application letter and CV to hr@biogazelle.com

Carefully document relevant competences and skills

7 Contact

Biogazelle, Technologiepark-Zwijnaarde 82, 9052 Gent