

# Project manager

June 2019

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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.

To extend our team, we are looking for a **project manager** with proven **scientific skills in the genomic/transcriptomic field**.

## 2 Description and goal of the function

As a project manager, you are responsible to manage the assigned projects, following up on day-to-day activities, keeping a helicopter view and providing effective advice to ensure project delivery under defined budget, timeframe and quality level. You should have an open eye for options beyond the project scope that provide interesting new scientific options and business opportunities.

## 3 Responsibilities and tasks

- 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 identify project milestones with well-defined tasks
  - You allocate work assignments and tasks to project teams and ensure the teams respect timelines
  - You manage the project budget as well as the resource allocation
  - You monitor progress and make sure that cost, timelines and quality standards meet the defined targets
  - You discuss technical, commercial and planning aspects of your projects with all relevant stakeholders
  - You facilitate meetings to discuss progress and resolve issues
  - You follow up and report the progress to the customer
  - You ensure compliance with customer and regulatory requirements
  - You follow up and apply the internal procedures, with assistance of the quality department
  - You ensure that objectives and commitments are met
  - You have the final responsibility on the project
- 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 develop a good understanding of our transcriptome service portfolio
- You have a good understanding of the real needs of the customer, beyond the expressed technical request

- You advise customers on the best strategy forward for their project
- You make the bridge between different projects from the same customer
- You assist the business development team by drafting project plans for new clients and assisting in the pre-sales process

## 4 Competences and skills

- A PhD or master degree combined with experience in scientific research in biotechnology, biomedical sciences, bio-engineering or other life sciences
- 4+ years of experience with transcriptome profiling, genomic research and gene expression technologies (qPCR, NGS, ddPCR) is a must
- Having worked in the field of biomarker research, clinical trials, drug development or *in vitro* diagnostics is a nice to have
- Excellent written/verbal communication skills with the proven ability to effectively communicate across different levels of the organization and with customers
- Customer and result oriented approach
- 2+ years of experience with project management in a life science, pharmaceutical or academic environment
- Proven planning, organizational and problem solving skills
- Able to handle multiple projects and changing priorities
- Constructive mindset and real team player helping teams to overcome roadblocks
- Strong motivational and team interaction skills
- 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

## 6 How to apply?

Please send your application letter and CV to [hr@biogazelle.com](mailto:hr@biogazelle.com)

Carefully document relevant competences and skills

## 7 Contact

Biogazelle, technologiepark 3, B-9052 Zwijnaarde