



Pre-Clinical Project Manager

Date Posted: February 26, 2018

Location: Vienna, Austria

Position Summary:

We are looking for a results-oriented pharmaceutical R&D Scientist with strong coordination skills and experience in drug product development to join our highly motivated and dedicated team at Hookipa Biotech AG; a Vienna-based biotechnology company developing novel recombinant viral vector vaccines against medically important infectious diseases and cancer.

Main Responsibilities:

- Ability to lead cross-functional teams. Acts as link between cross-functional project team members from pre-clinical, manufacturing, regulatory, clinical development, and clinical operations. Fosters team building, interactions and collaboration for a high performing project team
- Drives project team's objective setting, prioritization and tracking ensuring adherence to the development strategy and operational plan
- Leads risk management and contingency planning, and monitors the implementation of risk mitigation strategies at program level
- Drives issue identification and resolution in alignment with concerned line functions
- Ensures effective, proactive and open communications within and across the cross-functional project team members in order to achieve transparency and clarity of program goals, progress and issues
- Strong interpersonal and communication skills for negotiating timelines

Qualifications:

- Bachelor's degree (or higher) in relevant scientific discipline. Advanced degrees are a plus
- Project Management Professional (PMP) Certification (or equivalent) preferred
- 2 to 3 years of pharmaceutical industry experience in drug discovery, drug development and preclinical studies
- Experience in managing clinical trials or equivalent experience in the pharmaceutical/biotech industry/non-profits
- Experience of working in a global, matrix environment (multidisciplinary team)
- Experience and knowledge of preclinical studies (i.e. pharmacodynamics, pharmacokinetics, ADME, and toxicology) and drug manufacturing requirements
- Has strong interpersonal communication and problem solving skills, ability to work cross-culturally
- Organizing, scheduling, and chairing project team meetings and drafting the meeting agenda
- Ability to provide meeting minutes that are clear, concise, and professionally written
- Ability to provide timelines that are clear in the activities required to achieve the timeline
- Strong verbal communication. Expert in written communications
- Knowledge of project management skills, capable of managing multiple projects with respect to priorities and self-management
- A self-starter with minimum oversight required to accomplish goals
- A good team player with the ability to work on own initiative.
- Ability to maintain day-to-day activities while being responsive to changing priorities
- Good command of MS-Office (Outlook, Word, Excel, PowerPoint)
- Fluency in English (orally and written) any other language is an advantage



What we offer:

- Diverse task oriented job
- Strong team with dedicated and passionate scientists
- State of the art infrastructure
- A dynamic and excellent working atmosphere
- Working in a multinational and multicultural environment

Minimum monthly gross salary from EUR 2.300,-; depending on experience and qualification salary can be negotiated. Starting date: **as soon as possible**

Contact:

If you (m/f) are interested in this challenging position, please send your application documents in English, (CV including a cover letter summarizing your qualification and experiences) to: **talent@hookipabiotech.com**

For more information on Hookipa Biotech please visit **www.hookipabiotech.com**