



Pre-Clinical Project Manager

Date Posted: August 13, 2018

Location: Vienna, Austria

Position Summary:

We are looking for a Project Manager with strong leadership skills and experience in pre-clinical research to join our highly motivated and dedicated team at Hookipa Biotech; a Vienna-based biotechnology company developing novel recombinant viral vector vaccines against medically important infectious diseases and cancer.

Main Responsibilities:

- Work closely with the Project Leader to understand strategy and development plan for the project
- Align the project team members of the project's objective and keep team members accountable for their delivery
- Lead the project team meetings with multi-disciplinary team members to discuss and resolve project-related issues and constraints affecting the program with the Project Leader.
- Initiate and drive the communication between departments as necessary to ensure project/program transparency. Facilitate discussions between subject matter experts to gain consensus and move projects forward.
- Coordinate follow-up on action items discussed from project team meetings
- Develop, manage and communicate project plans and other company tracking tools (incl. GANTT charts)
- Understand project budgets; work with finance/controlling to monitor budgets and update for financial implications of changes in plan;
- Ensure problem solving and decision making addressing major risks and issues by identifying, documenting, resolving, communicating or escalating to project leader when appropriate.

Qualifications:

- Master's degree (or higher) in relevant scientific discipline, in virology, immunology, biotechnology, or microbiology preferred.
- At least 3 years of experience in pre-clinical trials or equivalent experience at a pharmaceutical company, biotech industry or academic institution
- Technical and scientific experience in the process of vaccine or biologic manufacturing
- Experience of working in a global multidisciplinary team
- Experience of preclinical studies (i.e. pharmacodynamics, pharmacokinetics, ADME, and toxicology) and drug manufacturing requirements
- Strong interpersonal communication and solution oriented
- Organizing, scheduling, and chairing project team meetings and drafting the meeting agenda
- Ability to provide meeting clear and concise minutes
- Illustrate and warn timeline risks
- Result oriented and multi-Project management skills
- A good team player with self-initiative, being responsive to changing priorities
- Good command of MS-Office (Outlook, Word, Excel, PowerPoint, Project)
- Fluent in German and English



What we offer:

- Strong team with dedicated and passionate scientists
- State of the art infrastructure
- An excellent working atmosphere
- Opportunities for Personal development
- Working in a multinational and multicultural environment

Minimum monthly gross salary from EUR 2.500,-; 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 CV including a cover letter summarizing your qualification and experiences to: talent@hookipabiotech.com

For more information on Hookipa Biotech please visit: www.hookipapharma.com