

## **Title of job offer: Project manager**

NuMat Medtech is a biotech company dedicated to the development of bioactive implant surfaces for bone-anchored devices, addressed to solve the main problems related to the use of these implants: reduction of infections and inflammation, tissue regeneration around the implant, modulation of the osseointegrative properties and reduction of the risk of rejection.

We are seeking an enthusiastic individual to join our team as **R&D project manager**. Under the direction of the CSO will plan and implement specified projects, mainly technology transfer projects in collaboration with implant manufacturers, as well as the development of new processes, technologies or products. This individual will be responsible for managing the activities listed in the project timelines and monitoring the output of all project participants (including co-workers, contract manufacturers and consultants).

The Project Manager will report to the Chief Scientific Officer.

### **Responsibilities:**

- To establish and maintain the studies timelines, project status reports, resource management and budgeting agreed within the team.
- To plan, organize, execute (via internal execution or externalized to a CRO), analyze, evaluate and report the assigned program objectives.
- To lead collaboration on technical projects and technical product development.
- To conceptualize, prepare and manage R&D project proposals (SME Instrument, H2020, CDTI, MINECO).
- To manage intellectual property and technology transfer.
- To participate in the identification of contract manufacturers for specific project needs.
- To communicate with subject matter experts internally and externally, to ensure alignment on program objectives, deliverables and timelines.
- To manage the regulatory market approval of the company's products with the support of regulatory consultants.
- To communicate with all NuMat team members (all levels up to senior management) and report on status of the studies.
- To identify resource restrictions and other risks, decision points and project milestones.
- To contribute in the Scientific Writing of key regulatory documents (IB, IMPD, IND, Agencies questions...)

### **Profile**

- PhD in science

**Required experience**

- At least 3 years of Project Manager experience in R&D companies or institutions, ideally in the healthcare or medtech sector.
- Preparation of financing proposals for projects (regional, national, European)

**Ideal experience**

- Industrial property management and drafting of patent applications.
- Experience in leading medical device development in a commercial context.
- Knowledge of regulatory requirements to market medical implants.
- Experience in clinical trials.

**Skills**

- A team oriented leader with strong leadership skills and complex project management achievement.
- Ability to apply working knowledge of medical device development to assess overall project timelines and risks.
- Demonstrated ability to drive multiple studies from inception to completion, coordinating the efforts of matrixed partners within budget and in compliance with deadlines and regulatory requirements.
- Evidence of ability to critically assess, organize, prioritize and assign multiple tasks/projects.
- Entrepreneurial Drive and willingness to “roll-up the sleeves” and progress on multiple fronts simultaneously.
- Assessment of new technologies and approaches that can be applied to further research goals.
- Excellent writing and communication skills in English.

The application file should contain:

1. CV.
2. Certificate of the degree.
3. Cover letter.
4. Three reference names and their contact information.

Applications should be sent to [marta.monjo@numat.org](mailto:marta.monjo@numat.org).

**Compensation**

Employment contract with a compensation package of €30,000 base (gross) salary and up to 10% cash bonus. The employee will be eligible to receive equity of the company in the form of stock options.

**Deadline for submitting applications**

The call will be open until 15 November 2018 at 15:00 CET (Central European Time). A Selection Committee will assess the applications received and may request on-line interviews with the candidates.