

Job Description

ADmit Therapeutics S.L., a spin-off company from Bellvitge Biomedical Research Institute (IDIBELL), is focused on the development and commercialization of a novel Alzheimer's disease (AD) early detection technology.

We are seeking to hire a Project Manager to join our team. The chosen candidate will be under the supervision of the company's CEO, and will tightly collaborate with the financial manager and the R&D team. The candidate will be responsible for the overall management of the project recently granted by the EU commission (H2020 programme – EIC Accelerator), and will also contribute to the preparation of other project's proposals.

Main responsibilities and activities of the position:

- Overall responsibility for the complete management of the project in close cooperation with the financial manager and the technical managers.
- Monitor progress, measure project performance to identify areas for improvement and make adjustments as needed.
- Track project costs in order to meet the approved budget.
- Prepare technical and financial reports, to update on a consistent basis to various stakeholders
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.
- Utilize industry best practices, techniques, and standards throughout entire project execution.

Desired Skills and Experience

- Bachelor's degree in Biochemistry, Biology, or a related field.
- Minimum of 4 years of project management and related experience.
- Experience seeing projects through the full life cycle and related with EU – H2020 programmes.
- Strong familiarity with project management software tools, methodologies, and best practices.
- Proven ability to complete projects according to outlined scope, budget, and timeline.
- Strong interpersonal skills and ability to work both in team and independently.
- Fluent in English, both verbally and written.

Contract Duration and Other Benefits

- Full-time position (40 hours/week)
- The Gross annual salary will be commensurate to the candidate's expertise and qualifications.
- Job location in Barcelona.
- Expected starting date: 4th January 2021.

Required Information and Contact

Candidates must submit a cover letter, contact details of 2-3 references and a complete CV to: info@admit-therapeutics.com

Please include "Project Manager position" in the subject of your email.

Application deadline: 31th October 2020.