



Project Manager

ABOUT RXCELERATE

The RxAccelerate group is a drug discovery and development service provider with clients ranging from virtual biotech companies to global pharmaceutical organisations in Europe and the USA. We design and deliver a range of drug discovery projects from concept through to early clinical development and provide Project Management resources to our clients.

RxAccelerate has an opportunity for a Project Manager to join our Project Management Team on a full-time basis, based at the Babraham Research Campus, a leading site within the Cambridge Life Sciences hub. This is an exciting time to join our team as we scale up to support our growing and global client base.

THE ROLE

The successful candidate will play a key role in the management of multiple drug discovery programmes from early research through to development and early clinical phases. Working within multi-disciplinary teams they will be responsible for the delivery of projects to defined plans, timelines and costs. In a fast-moving environment, they will need to be highly organised with outstanding attention to detail, have a pro-active approach to challenges and demonstrate exceptional team-working skills.

Main Responsibilities

- Input into the preparation of project plans, budgets and contractual agreements.
- Contribute to scientific and operational discussions with clients and functional experts to define project strategy and goals.
- Manage in-house and outsourced project activities to deliver projects to agreed plans.
- Act as key point of contact for clients, collaborators and contract research organisations.
- Administer internal and external team meetings ensuring responsibilities are defined and stakeholders work to agreed plans.
- Drive high-performance of project teams, ensuring clear communication and effective decision-making.
- Manage scientific documentation and data for project progression, patent filing, regulatory submissions and in preparation for asset or corporate sale.
- Contribute to the development of internal operational systems to support company growth.

Skills/Requirements

- PhD in Life Sciences or equivalent relevant experience.
- Ideally five years' experience gained within a pharmaceutical or biotechnology company preferably in a project management role.
- Exceptional interpersonal, communication and presentation skills.
- Strong time management and organisational skills to enable planning of work on multiple projects during daily routine.
- Experience of working in a matrix organisation with multi-disciplinary teams.
- Ability to resolve conflicts at different levels of the organisation to facilitate a positive outcome.
- Familiarity with standard Project Management tools and processes.

RxCelerate offers a competitive salary with an annual bonus scheme and company benefit package.

Interested applicants should send a cover letter, outlining how you meet the requirements above, and curriculum vitae in PDF format to careers@rxcelerate.com. Informal enquiries can also be directed to this email address. Applicant must be eligible to work in the UK.