

MaSTherCell is a dynamic and global Contract Development and Manufacturing Organization (CDMO) on a mission to deliver optimized process industrialization capacities to cell therapy organizations, and speed up the arrival of their therapies onto the market. From technology selection to business modeling, through GMP manufacturing, process development, quality services, MaSTherCell's teams are fully committed to helping their clients fulfill their objective of providing sustainable and affordable therapies to their patients.

To lead its increasing number of development and manufacturing projects, MaSTherCell is looking for a highly motivated:

Project Manager (m/f)

Responsibilities

Under the supervision of the Project Management Director, the Project Manager will plan, manage and execute projects and will be entrusted with ensuring that a project is being carried out on time and on budget and that the PM procedure is being adhered to.

In order to fulfill his/her role, the Project Manager:

- Participates to prospect evaluation with members of the Business team
- Defines project scope, goals and deliverables in collaboration with customer/prospective customer and under the supervision of the Director of the Project Management
- Organizes and actively participates, together with the department heads, to the initial scientific and technical evaluation of the project in order to evaluate the feasibility and risks of the project within the infrastructure and with existing equipment, methods and personnel
- Supports Operations, Finance and Business departments on the preparation of related budget and expenses (including the generation of a service offer)
- Prepares, together with Business team, the Project Proposal Registration Form including a Score Card, to support decision of senior management to engage or not into a project
- Together with senior management, evaluates the interest of acquiring new technologies/equipment and know-how and/or of recruiting new specialists
- Once a project is started, follows Project Management Procedure.



- Identifies resources needed (personnel, equipment, etc.) and assigns individual responsibilities
- Establishes project timelines, plans and list of actions
- Manages day-to-day operational aspects of project
- Keeps the team motivated and informed about results, milestones, deliverables and possible project changes
- Tracks project costs and ensures they are within budget
- Ensures all aspects of the project are followed and adapts plans when needed
- Reviews deliverables prepared by team before passing to client
- Liaises with client and organizes regular project meetings (internal and with client)
- Ensures project documents are complete, up-to-date, and stored appropriately
- Minimizes MTC exposure and risk on projects
- Aims to improve project administration processes by identifying inefficiencies and recommending solutions
- Write reports and prepare presentations
- Participates to conferences to gain technological knowledge and to increase Masthercell visibility (1) by giving talks or poster presentations, and (2) answering potential prospects questions
- Keeps up-to-date on scientific literature and new technologies

Qualifications & Experience

- PhD or MSc in Biology, Bio-engineering, Pharmacy, Clinical Chemistry, etc. or relevant experience in a similar position in the sector of Biotech/Pharma/Cell Therapy.
- Knowledge of the best practices for Project Management with 5 year experience in Project Management
- Experience in cGMP environment is a plus
- Confirmed organizer, communicator, customer-oriented and charismatic team leader
- Additional specific expertise in a field of biopharmaceutical industry (regulatory, supply chain, production, etc.) is a plus
- A project management accreditation is a plus (Prince2, PMP, etc.)

Skills & Competencies

- Confirmed team player
- Demonstrated leadership
- Communicates clearly and concisely with diverse audiences, in both oral and written contexts, and is comfortable giving and receiving feedback
- Negotiating skills and diplomacy
- Excellent organizational and coordination skills
- Autonomous and proactive
- Analytical mindset and keen attention to details
- Passionate and cheerful
- Customer oriented
- Proficiency in written and spoken English is a must
- Fluency in at least one other language, preferably French, is valued

We offer

- Full-time position (40h/week)
- An Indeterminate contract
- The opportunity to take part in a growing dynamic biotech company
- A human-sized working environment with a convivial atmosphere

Interested?

Please send your detailed CV and your application letter to Mrs. Elodie Noël, HR Manager:
job@masthercell.com