


Head of Project Management

 Lunaphore Technologies SA

 Tolothenaz (Vaud), Switzerland

Job title: Head of Project Management

Reports to the: CTO

Activity rate: 100%

Type of contract: Permanent

Start date: 01.10.2021

Duration: Indeterminate

About our company

Lunaphore Technologies is a young scale-up active in the Life Sciences field developing products based on a microfluidic technology to analyze tissue samples in immuno-oncology research. Lunaphore is seeking a highly motivated candidate to join our team and contribute directly to the development and growth of the company.

Job overview

We are looking for an experienced Head of Project Management to join the team. This role is cross-functional at the interface of the R&D departments, Manufacturing, Product Management as well as Scientific Affairs. Your mission will be to strategize and implement high-level program/project initiatives. Ultimately, the goal is to optimize productivity and nurture program success from inception to completion.

Responsibilities and duties

- Manage programs for New Product Development, Tech Transfer and Life Cycle
- Manage a growing team of project managers and project coordinators
- Strategize, plan, implement, and monitor program initiatives that adhere to company and team objectives
- Develop and manage budget for projects and be accountable for delivering against established business goals/objectives
- Implement a program management standard operating procedure for the company
- Program coordination and managing project interdependencies.
- Ensure proper reporting of the program activities for Lunaphore's Board of Directors and Executive Committee
- Cross-project resource management.
- Identifying and implementing mitigations for project risks.
- Oversee multiple project teams, ensuring program goals are reached
- Stakeholder communications, negotiations, and problem-solving.

- Aligning or realigning deliverables with program outcomes.
- Maintain organizational standards of satisfaction, quality, and performance

Required qualifications

- MSc. or PhD in biomedical engineering, life science or similar field and a validated experience of at least 7 years in a project/program management position in a mid-size or large company (+100 employees)
- **OR** Master's degree in business administration or related field and a validated experience of at least 7 years in a project/program management position within the life sciences field.
- Proficiency in English (at least C1), French is a plus
- Working knowledge of project management tools.

Required soft skills

- Exceptional leadership skills
- Organizational skills and attention to detail.
- Ability to interact and work with multidisciplinary teams.
- Previous stakeholder management skills is a strong plus.

We offer

- A young and strong-growing high-tech company.
- A diverse and international working environment with a strong network.
- A highly interactive team with strong personal and technical qualities.


How to apply

Send your complete application through human.resources@lunaphore.com

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