

Project Coordinator

 Lunaphore Technologies SA

 Tolochenaz (Vaud), Switzerland

Job title: Project Coordinator

Reports to the: Project Manager

Activity rate: 80-100%

Type of contract: Permanent

Start date: 01.01.2022

Duration: N/A

About our company

Lunaphore Technologies is a company born with the vision of accelerating cancer research, by making spatial biology mainstream in every research laboratory. We build solutions that simplify technology adoption for discovery and translational research laboratories and empower researchers to develop better targeted treatments for cancer and other diseases. 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 a Project Coordinator to strengthen our Project Management team. This role is cross-functional at the interface of the R&D, Product Management as well as Customer support departments. Your mission will be to coordinate R&D activities of multidisciplinary product development projects to achieve project goals on time and within pre-defined scope.

Responsibilities and duties

The Project Coordinator will be responsible for the following:

- Support in planning and monitoring projects in the R&D department.
- Coordinate activities of the projects among the different stakeholders and organize interdisciplinary activities.
- Collaborate effectively with the Product Management, Customer support and R&D teams to ensure project milestones are achieved.
- Coordinate the creation and maintenance of documentation necessary during product development.
- Apply appropriate technical and quality strategies.
- Report projects progresses in clear and detailed manner.

Required qualifications

- A validated experience of at least 2 years in a similar position.
- MSc. in biomedical engineering, life science or similar field.
- Working knowledge of project management tools
- Proficiency in English (at least C1), French is a plus

Required soft skills

- Organizational skills and attention to detail.
- Ability to interact with multidisciplinary teams and work in a team.
- Capacity to adapt in a constantly changing environment.
- Strong communication and negotiation skills.

We offer

- An ambitious project within a young and strongly growing high-tech scale-up
- A diverse and international working environment with a strong network.
- A highly interactive team with strong personal and technical qualities.
- An environment where you can have a real impact
- An environment where you will have the place to grow professionally and personally


How to apply

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

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