



PROJECT MANAGEMENT ASSISTANT (M/F/D)

Proteros is a privately held early-stage services provider in structure-based drug discovery with a cutting-edge discovery engine tailored to unlock even the most technically challenging targets. Proteros' work is built on scientific excellence and supports its clients to reach the right results and accelerate their overall research timelines. Proteros supports most of the world's 20 largest pharma companies and more than 250 pharmaceutical and biotech partners in the US, Europe and Japan. For more information please visit www.proteros.com.

YOUR TASKS

- Responsible for Project Management related tasks in Early Drug Discovery Programs
- Supporting Project Management in planning, executing and controlling of scientific projects
- Tasks include project planning (Gantt Charts, budget), proposal preparation, compilation of scientific reports, drafting meeting minutes, budget control and reporting, organizing project meetings, coordinating shipment of protein and compound samples.

YOUR PROFILE

- Hands-on experience in industrial or academic lab, preferably in pharma, biotech, CRO, or academia in Biophysics/Structural Biology
- CTA / Bachelor / Master degree in Life Sciences, excellent grades
- Preferably initial experience in Project Management in life science industry or academia
- Strong analytical mind, excellent organizational skills, interest in numbers, good communication skills in English, collaborative attitude, both towards internal colleagues and our customers, and eagerness to move tasks to completion
- Excellent skills with Microsoft Office, particularly with Excel
- Service mindset
- Able to multitask and work with several projects and project teams in parallel

OUR OFFER

- An innovative professional field in exciting biotech industry
- An inspiring working atmosphere as fertile ground for your career development
- A comprehensive training that prepares you optimally for your area of responsibility
- Multicultural teams and an open corporate culture
- Competitive salaries

HAVE WE PIQUED YOUR INTEREST?

Then we look forward to receiving your informative application documents, stating your salary expectations and possible start date

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