

IBBL (Integrated BioBank of Luxembourg)

The IBBL Institute is an autonomous biobanking and biotechnology organisation dedicated to supporting biomedical research for the benefit of patients within the Luxembourg Institute of Health (L.I.H.), an établissement public.

www.ibbl.lu

We have an opening for a:

Project Manager

POSITION DESCRIPTION

The Project Manager, under direction of the Chief Operating Officer, coordinates a number of IBBL's projects involving external parties, ensuring projects are set up according to procedures, and timelines and budgets are met. Preparing quotations and project plans with budgets are an essential part of the PM's job

Your main responsibilities will be to:

- Manage a portfolio of research projects in different phases of advancement
- Prepare quotations for service work, obtaining quotations from suppliers as necessary
- Prepare project plans in collaboration with PIs
- Review study protocols prepared by PIs
- Set up projects (contract, admin, approvals, timelines, budget...)
- Manage progress on project work
- Track and report on deliverables/timelines, and costs vs budget (based on feedback of accounting)
- Ensure effective information flow with internal and external partners
- Advise on operational and administrative matters
- Ensure efficient interaction with vendors and contractors

POSITION REQUIREMENTS

- Minimum Master's degree in biology, pharmacy, or medicine
- Minimum 3 years relevant job-related experience in project management or any other relevant area (e.g. research, biology, CRO, medical, pharmaceutical...)
- Proactivity and creativity. Solution oriented.
- Focus on efficiency and quality
- Demonstrated ability for independent and critical thinking
- Ability to push projects firmly but diplomatically to get results
- Good oral and written communication skills: reports, business correspondence, presentations, procedure manuals, replies to questions from colleagues, clients, customers
- Teamwork skills
- Multitasking skills
- Knowledge of PRINCE2 (or equivalent) and MS Office (Word, Excel, Powerpoint)
- Must speak and write English & French fluently and accurately

HOW TO APPLY?

Send us your application (cover letter and CV) under reference PM-04.15 to:
IBBL, 6 rue Nicolas Ernest Barblé, L-1210 Luxembourg – or to job@ibbl.lu