



CRELUX, part of WuXi AppTec HitS, is a global provider of structure based drug discovery solutions.

We have been delivering customized and integrated services in drug discovery, X-ray crystallography, protein supply, biophysical analysis, fragment and DNA-encoded library screenings, to support small and large molecule, as well as biopharmaceutical drug discovery, for more than a decade. Our mission is to enable our clients to perform their work faster, more efficiently and more successfully. Integrating the comprehensive portfolio of services offered by our parent company WuXi AppTec, CRELUX offers a unique opportunity for our collaborators to accelerate discovery activities.



Role

We are currently seeking an experienced customer facing, hands-on Project Manager to join our growing team focused on project delivery. The Project Manager will prepare detailed work plans, coordinate all project-related activities with the relevant stakeholders, and take care of internal and external communication. By working at the client-Crelux interface you will ensure that the project goals are met in time, within scope and budget. Project documentation and reporting, maintaining regular communication with clients and involved departments, as well as tracking and triggering project invoicing / revenue forecast are part of the responsibilities.

Responsibilities

- Monitoring and managing of early-stage drug discovery projects of various scopes
- Ensuring the timely delivery of client projects according to specified quality criteria and budget
- Working at the interface between Crelux scientific project leaders and the client
- Providing project oversight, guidance, and customer relationship management
- Monitoring and reporting of all aspects of your projects including progress, project profitability, forecasted hours, risks, and critical issues based on established processes and using the provided tools
- Complete and timely documentation of all project related data and communication
- Maintaining a high-level technical knowledge of Crelux services (Protein Production, Biophysical Assays, Structural Biology,)
- Reporting to the Head of Project Management
- Contributing to the constant development and maintenance of Crelux standard processes and methodologies for project managers
- Actively maintaining an awareness of the services offered by Crelux and WuXi AppTec

Required Skills

- PhD in Biochemistry, Biotechnology, Biology or related field or Master with more than 5 years experience in above field
- Proven scientific experience in early stage drug-development
- Thorough understanding of biophysical assay technologies; experience in recombinant protein production and/or structural biology is a plus
- Strong project management skills, flexibility and ability to handle multiple projects in parallel
- Ability to work with internal and external stakeholders with different scientific and non-scientific backgrounds
- Ability to effectively communicate on a personal as well as on a high scientific/technical level with customers
- Fluency in English (oral and written), fluency in Chinese is an advantage
- Technical appreciation and "hands on" mentality
- Self-organized, structured working style with attention to detail and priorities
- Team player and good influencer
- Self-motivated and independent working practice
- Ability to integrate interests of different stakeholders for best solutions

Desirable Skills & Experience

- Previous experience in a client-facing position
- Fluent in German
- Use of professional project management tools (e.g. Asana, etc.)

We offer

A permanent, full time contract of employment as well as an exciting and wide-ranging job in an international, innovative environment of pharmaceutical contract research.

Are you interested?

We look forward to receiving your detailed application by email, with a cover letter and a current CV, stating your desired salary and the earliest possible starting date, to our human resources department, Ms Evelyn Frey-Royston, Email: crelux_office@wuxiapptec.com.