**Director of Project Management and Coordination**

Protego Biopharma is a fast-growing, Series A stage company focusing on R&D of small molecule therapeutics targeting protein misfolding diseases. We are seeking a few highly motivated and goal-oriented biologist to join our team. This role provides scientific expert knowledge as well as technical expertise and leadership in design and execution of experiments in the areas of drug screening, molecular and cell biology, protein chemistry, and assay development. You will be a key member of the biology core team and work with both internal team and external collaborators. Ability to work in a fast-paced environment, striving for excellence, high aptitude for learning, trouble shooting, teamwork, and communication skills are essential. This is a full-time position in San Diego, California. On-site work is required.

***ESSENTIAL DUTIES AND RESPONSIBILITIES:***

* Support project team in defining project objectives, requirements, and assumptions necessary to structure a project.
* Develop overall project timelines, budgets, and performance evaluation strategies
* Develop and drive integrated project plans, aligning project tactics with project strategy.
* Plan, schedule, and control project activities to fulfill objectives and satisfy project requirements.
* Selects and manages key vendors to ensure that project goals, product specifications and deadlines are met.
* Coordinate and facilitate all associated project resources to gain alignment on project goals and deliverables.
* Facilitate and lead effective project meetings, manage change and conflict, and develop resource planning estimates to manage project workload and productivity.
* Collaborates with scientific experts and project teams to deliver the most desired solutions for assigned projects to ensure delivery of quality outcomes.

***MINIMUM EDUCATION, SKILLS AND EXPERIENCE REQUIRED:***

* Bachelor's degree in a science discipline. Advanced degrees are a plus.
* 8-20+ years of **industry experience** in the pharmaceutical and/or biotechnology industries.
* 5+ years of **project management experience** in drug R&D
* Exceptional interpersonal and leadership skills to effectively communicate and build relationships with a broad spectrum of audiences at all organizational levels.
* Must have excellent problem-solving skills, analytical skills, research skills and attention to details.
* Must be able to consistently manage projects across several collaborators and handle multiple projects simultaneously.
* Sound technical aptitude and proven ability to grasp general knowledge of multiple disciplines and technologies with superior computer usage skills.
* Strong competencies in planning, project management, and organization with the ability to lead multiple activities and resources while maintaining a focus on quality.
* Solid analytical and strategic capabilities and business acumen along with demonstrated work ethic, integrity, and professional conduct and appearance.
* Ability to produce and present clear, concise, and professionally written communications and presentations.

The level of this position will be based on the final candidate's qualifications.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

***Policy***

Protego is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, national origin, genetics, disability, age, sexual orientation or veteran status.

***Application Procedure***

For submission, please send your resume and cover letter to info@protegobiopharma.com.