

***We are looking for a multi-tasking talent who wants to hit the ground running in Project & Portfolio Management.***

Heidelberg Pharma AG is a biopharmaceutical company based in Ladenburg near Heidelberg. Heidelberg Pharma AG is listed at the Frankfurt Stock Exchange in the Regulated Market/Prime Standard. Our main goal is to develop cancer therapies. Our focus is primarily on the ongoing development of ADCs, which are based on or innovative ATAC® technology whose payload consists of the active ingredient Amanitin.

We are looking to hire a

**Head of Project & Portfolio Management (f/m/d)**

in a full-time permanent position for our location in Ladenburg or home based with regular visits to Ladenburg.

**What awaits you:**

The opportunity to set up a new, state-of-the-art framework of the project and portfolio management structure with efficient cross functional processes and tools, that means

- You proactively establish/manage the entire portfolio and its reportings to enable data driven decisions within the top management
- You propose strategical options, including corresponding risks, timelines and resource needs
- You are able to evaluate and walk through medicinal product research and development projects in all knowledge areas relevant for the company including drawing attention to potential risks
- You coordinate the budgets and timelines, dealing with questions from project controlling and all other interfaces in the company
- You find solutions to project hurdles and dynamically adjust the projects and the portfolio to keep its framework and utilize resources efficiently
- You create and implement training sessions for project leads and project teams, with focus on enhancing the organization's maturity level in project management
- You might act as a project lead for selected & assigned projects

**What we expect:**

- Successful completion of studies, preferably in biology, medicine or similar scientific background
- Experience in medical marketing, product development, project or portfolio management in the pharmaceutical or biotech industry
- Profound experience (at least 5 years) in resource management and project prioritization and planning, preferably with clinical stage drug development projects

- A proactive personality with excellent interpersonal skills (communications, organizational skills and leadership mindset)
- Good analytical thinking, a structured working manner and the ability to manage multiple tasks with a sense of urgency
- Fluent Business English (each spoken and written), German is a plus

#### What we offer:

- We offer you the opportunity to contribute your previous professional experience in a newly created position
- As part of an international team, you will contribute to the research and development of medicines against cancer. You can expect a professional working environment with highly motivated employees and a friendly and welcoming working atmosphere
- We attach great importance to giving you the opportunity to develop your potential and thus contribute to the success of our company. To this end, we support you with training opportunities as well as a specialist and management career concept
- We care about the health of our employees: compatibility of family and career, company pension scheme, measures for company health management (e.g. additional preventive medical examinations as part of company health insurance policy, active break, bike leasing) as well as the possibility to continue working safely despite COVID-19 are of great importance to us

#### Have we sparked your interest?

Then please send your detailed application exclusively by email and in one pdf to our human resources department at

jobs@hdpharma.com

Please specify your salary expectations and earliest possible starting date.

**Only together can we slow down the global spread of COVID-19 and protect our society. Therefore, the first round of our interviews will be conducted via telephone or video. We look forward to getting in touch with you!**

Heidelberg Pharma AG

HR Department