

## JOB DESCRIPTION

**Background:** Telomere Therapeutics is a spin-off company from **Spanish National Cancer Research Center (CNIO)** and **Universitat Autònoma de Barcelona (UAB)**. Telomere is a gene therapy company developing disease modifying treatments for unmet medical needs, pioneering “telomere repair” to treat organ fibrosis and other telomere-dysfunction syndromes for which there is no curative treatment. The lead program focuses on an *in vivo* gene therapy based on the expression of the telomerase (**TERT**) gene using an AAV vector for **idiopathic pulmonary fibrosis**.

Telomere Therapeutics has an open position for a dedicated Project Manager who fulfil the following requirements.

<b>Job Title</b>	<b>Project Manager</b>
<b>Role and functions</b>	<ul style="list-style-type: none"> <li>• Management of projects: Provide full support to C-suite.</li> <li>• Coordinate activities and manage multiple projects amongst research collaborators.</li> <li>• Coordinate activities and manage company liaison amongst gene therapy service providers.</li> <li>• Maintain financial/budget documentation.</li> <li>• Ensures effective communication is maintained and project status reports and progress reports are provided both internally and externally</li> <li>• Coordinate and lead project meetings</li> <li>• Ensures successful management and coordination of efforts assigned to all members of the project team, to support milestone achievement and overall project delivery.</li> <li>• Maintains and evaluates study progress, project timelines and budget reviews.</li> <li>•</li> <li>• Data analysis, interpretation, and discussion with scientific team.</li> <li>• Support the preparation and management of non-dilutive funding applications or ongoing projects at the national and international level.</li> <li>• Support in dissemination activities.</li> <li>• Support in the organization and preparation of scientific and regulatory meetings.</li> <li>• Support in the organization and preparation of service providers’ meetings.</li> </ul>
<b>Qualification required</b>	<ul style="list-style-type: none"> <li>• PhD in Life Sciences or Bachelor’s degree in a clinical, biological or science-related field from an accredited college or university, or equivalent combination of education and experience</li> </ul>
<b>Qualification desirable</b>	<ul style="list-style-type: none"> <li>• Business and/or Project Management master or equivalent experience.</li> </ul>
<b>Experience required:</b>	<ul style="list-style-type: none"> <li>• Work in a research laboratory for &gt;4-5 years (including PhD).</li> <li>• Experience in cell &amp; gene therapy</li> <li>• Experience in Project management.</li> </ul>
<b>Desirable experience:</b>	<ul style="list-style-type: none"> <li>• Experience working globally</li> <li>• Experience in drug development and regulatory strategy.</li> <li>• Understanding of the biotech/pharmaceutical industry.</li> </ul>
<b>Key Competencies:</b>	<ul style="list-style-type: none"> <li>• Excellent organizational skills.</li> <li>• Excellent communication skills.</li> <li>• Problem-solving and analytical skills.</li> <li>• Results orientation.</li> <li>• Proactivity.</li> </ul>
<b>English level</b>	<ul style="list-style-type: none"> <li>• Fluent and advanced level (written and oral), preferably (CAE)</li> </ul>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• &lt;10% of time on travelling</li> </ul>
<b>Salary</b>	<ul style="list-style-type: none"> <li>• In proportion to experience and track record</li> </ul>
<b>Condition</b>	<ul style="list-style-type: none"> <li>• Permanent position (6 months evaluation period)</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>• Remote work</li> </ul>
<b>Application</b>	<ul style="list-style-type: none"> <li>• To apply please send your CV and motivation letter, including references, to: <a href="mailto:info@invivo.capital">info@invivo.capital</a></li> <li>• Deadline for applications: <b>10<sup>th</sup> February 2023</b>.</li> </ul>