



**Title:** Senior Program Coordinator - Global R&D

**Job Description:**

Reaction Biology (RB) is a private pharmaceutical research company. We provide contract research services to over 1500 clients worldwide through our labs in Malvern, PA and Freiburg, Germany.

We are currently seeking a Senior Program Coordinator - Global R&D for our Malvern, PA facility. We are looking for a reliable and motivated individual with a strong scientific background to work closely with our CSO and internal and external partners.

**Job Responsibilities:**

- Work closely with CSO to organize research and product development activities among different company sites.
- Identify new R&D directions and help to make new proposals.
- Coordinate with different research department heads to write and update research and product development plans; monitor and execute these plans to ensure projects meet end goals.
- Work closely with BD teams to ensure the R&D products and services are available to customers as soon as they are ready.
- Translate project objectives into marketing materials to help the BD team
- Arrange meetings and prepare presentations for both internal and external BD activities.
- Other responsibilities also include general scientific and operational duties directed by management based on job requests.
- Help and support the Directors in their works if needed, such as find outside and inside resources to help them finish their jobs.
- Communicate with C-level managers on teams' performance
- Some travel may be required once travel conditions return to normal.

Let's discover together.



**Required Knowledge, Skills, and Abilities:**

- PhD in cancer biology, neuroscience, biochemistry, or biophysics is preferred.
- High level of organization and attention to detail
- Project coordination, schedule management, and documentation management
- Ability to multi-task and manage time and projects effectively
- Strong problem solving skills
- Strong writing skills
- Collaborative and proactive attitude with excellent written and oral communication skills
- Flexibility to accommodate rapidly changing priorities with strong problem-solving skills
- Multi-language skills are a plus

Finally, all employees are obligated to meet the highest standards with respect to honesty, accuracy, conflict of interest, intellectual property rights, confidentiality and respect for information sources and readers.

Benefits at RB include health insurance, 401-K plan, and paid vacations. RB is an equal opportunity employer.

