

Chief Operating Officer (COO)

The COO will support the overall integration of strategy and its execution in collaboration with the CMO and CSO and will report to the CEO. Primarily, the COO will be responsible for aligning research, clinical (in close cooperation the Head of Clinical Operations) and business functions to fit the overall goals of the enterprise. Moreover, the COO will also handle all financial operations with support of the accounting firm in the short-term, as well as legal matters in conjunction with outside counsel. He / she will facilitate team communications and ensure project timelines and resources are integrated and aligned across all functional teams to meet project objectives. In order to enable progress and recommendations the COO will be also responsible for board reporting.

Responsibilities:

- Design, plan and implement business strategies, plans and procedures.
- Integrate of research, clinical and business functions.
- Establish processes and policies to foster efficiency in daily operations.
- Helm budgeting and resource allocation efforts.
- Develop and integrate staffing programs designed to attract the highest calibre of talent and manage all HR-related issues (incl. motivation and retention of talent).
- Introduce and monitor KPI's.
- Ensure all program initiatives align with the company's core values and culture.

Qualification:

- At least 7 years of relevant operational leadership experience in biotech organizations.
- Extensive knowledge of overall drug development process relevant to pharmaceutical / biotech organizations and roles within various functional areas within clinical development.
- Experience in an early stage, privately held biotechnology company is desirable.
- Experienced in managing multiple projects in different clinical phases.
- Skilled in developing collaborative relationships with internal researchers, external vendors / consultants, and key stakeholders.
- Outstanding organizational, time management and interpersonal skills.
- Strong financial acumen; capable of planning and providing oversight of overall budget.
- Strong attention to detail.
- Certification or professional training in project management and / or consulting experience would be a plus.

Education:

- Advanced degree in sciences. Ideally M.D. or Ph.D. Additional business degree / MBA is a plus.