PR/097196 | R&D Project Manager

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1599667

Industry
Other

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
June 26th, 2026 11:50

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Native

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Position: R&D Project Manager / R&D Program Manager

Location: Singapore (coordination with U.S. teams)

Reports to: COO & Head of R&D

Seniority: Manager — Director (level depending on experience)

Company summary: Early-stage, venture-backed life sciences company advancing antibody-based and immunology-focused therapeutics. Multiple platform workstreams with a lead program approaching IND-enabling development and first-in-human trial; collaborative, fast-moving environment with CRO/CDMO partnerships and investor/board engagement.

Role summary: Scientifically literate, execution-oriented R&D Project/Program Manager to coordinate and drive preclinical

program delivery. Own integrated project plans, CRO/CDMO tracking, risk registers, meeting follow-up, and leadership-/board-ready R&D updates. Hands-on role focused on adding structure and accountability without undue bureaucracy.

Key responsibilities

- Build and maintain integrated project plans across discovery, antibody development, translational biology and IND-enabling activities.
- Track milestones, timelines, risks, dependencies, decisions and deliverables for internal teams and external partners (CROs, CDMOs, collaborators).
- Prepare leadership- and board-ready R&D summaries, slides and program updates.
- Organize scientific/program meetings: agendas, minutes, action items, decision logs and follow-up to ensure clear ownership.
- Maintain program dashboards and risk registers; escalate schedule, resourcing or ownership risks to COO & Head of R&D.
- Translate scientific progress into clear status updates highlighting on-track items, delays, decisions required and risk mitigations.
- Coordinate cross-functional stakeholders (biology, CMC, translational, regulatory, external vendors) to enable timely execution.

Required profile:

- Experience in biotech/pharma/CRO/CDMO/preclinical development or R&D operations with hands-on project coordination experience.
- Comfortable working with CROs/CDMOs, external collaborators and consulting partners.
- Proven ability to produce leadership-ready summaries and board-facing materials.
- Strong organizational skills, attention to detail, and ability to manage ambiguity and shifting priorities in an early-stage environment.
- Proficiency with slide and data tools (PowerPoint, Excel) and project-tracking systems.

Preferred profile:

- Scientific degree (MSc/PhD/PharmD) or strong scientific background.
- Experience with antibody therapeutics, biologics, immunology, oncology, or related fields.
- Prior venture-backed biotech or small-company experience.
- Familiarity with IND-enabling programs (PK/PD, tox, biomarkers, CMC) or formal project management training (PMP) is a plus.

What this role owns:

- Integrated R&D timelines, program dashboards and risk registers.
- Meeting follow-up, action ownership, and decision logs for scientific/program governance.
- CRO/CDMO and collaborator tracking and escalation management.
- Preparation of R&D content for executive leadership, board updates and investor communications.

Suggested candidate backgrounds:

- Preclinical program/project management, CRO project management, R&D operations, translational science coordination, or scientist transitioning to program management.

How to Apply: Apply online or contact me for further information. Only shortlisted candidates will be contacted for a confidential conversation due to application volume; thank you for your understanding.

Adrian Leong JAC Recruitment Pte Ltd EA Personnel: R26160017

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Company Description