



PR/097196 | R&D Project Manager

#### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントシンガポール

#### 求人ID

1599667

#### 業種

その他

#### 雇用形態

正社員

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2026年06月26日 11:50

#### 応募必要条件

#### 職務経験

10年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ネイティブ

#### 日本語レベル

無し

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

#### 募集要項

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.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明