

Lab Automation Engineer

m/f/d, Zug

This is a **1-year Project Management role**, with possible extension, focused on managing product development and product-care projects. The role involves **planning, budgeting, risk management, timelines, resources, KPIs, and stakeholder communication**, while coordinating cross-functional teams and ensuring projects stay on track.

The ideal candidate has a **Bachelor's degree in a technical or natural science field**, a background in **Biochemistry/Chemistry**, and **3–5 years of project management experience**, including both **Waterfall and Agile/SAFe methodologies**, with strong MS Office/Google Suite and project management software skills.

Location: Rotkreuz

Duration: 1 year/possible extension

Tasks & Responsibilities:

Main tasks:

- * Sets up & implements project/program/product structures for product development & product care activities including communication management, timelines, resource and budget plans, progress, and cost control. Creates, coordinates, and maintains integrated project plans including dependencies, resources, and budgets allowing the teams to work efficiently and effectively. Accountable for quality implementation in projects in the following areas: Project risk management; Critical path analysis; Scenario creation and analysis; Budget; and robust planning.
- * Consistently executes project management processes including guiding and managing preparation for milestone reviews, capacity reviews (cQCR, SCR & fQCR), etc., as applicable & may lead improvement initiatives. Follows best practices in project/product

Job profile

-  Life Sciences - Engineering
-  Zug
-  Contracting
-  Full Time
-  Immediately - duration: 12 months



Laboratory, Project Management, Chemistry



Sounds interesting?

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teams and fosters continuous improvement by sharing best practices and knowledge among peers.

- * Selects project methodology and applies agile methods as appropriate, including coaching and guiding teams in project methodology including agile practices (with Project/Program Leads or PMC management if appropriate). Can work in a hybrid Agile role combining Agile methods (usually within the project/product team) with non-Agile techniques (usually needed with partners and some functions).
- * Manages meetings and may manage knowledge sharing between project/product teams and sub-chapters to enhance project effectiveness and optimized delivery. Establishes positive project/product team dynamics through team building.
- * Goal Setting: Establish, measure, and report the Key Performance Indicators (KPIs), standard metrics, Objectives and Key Results (OKRs) or Outcome Based Planning (OBPs) key results for projects enabling teams and functions to measure and improve quality, efficiency, and effectiveness.
- * Is acting as a trusted advisor with a 360° view on all levels to advise and support the project/product teams as well as the broader organization in holistic planning; project risk management; scenario creation as well as critical path analysis to ensure an optimized value delivery. Single point of contact & control for project and program data collected from the functions.
- * Identifies project risks and describes potential implications for budget, timeline, and scope. Identifies gaps, potential bottlenecks or delays, challenges assumptions, and proposes options to close gaps and get projects back on track while communicating issues proactively to stakeholders.
- * Manages project/product team information to support the teams themselves, the Life Cycle Teams (LCTs) and/or other governing body decision-making. Frequently provides high-level/pre-defined and recent planning data for scenario analysis and decision-making on a portfolio level. Acts as Agile Program Manager as defined by Scaled Agile Framework (SAFe) where applicable.
- * Work closely with Sub-Chapter Leads, Network Leads, Functional Partners, Finance, Portfolio Management, Analytics & Insights, and other chapters to ensure an optimized project delivery. Coach other members of the project/product team as well as peers, develop new skills, and provide ongoing, constructive feedback on performance and progress toward goals and expectations
- * Identifies and communicates areas for improvement and potential solutions in the Sub-Chapter or Project Management Chapter.
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Requirements:

- * Education/Degree: Bachelors degree within a technical or natural sciences field.
- * Background in Biochemistry and Chemistry.
- * Work Experience: A minimum of 3–5 years of project management experience is required, with solid expertise in both Waterfall and Agile (SAFe) environments.
- * IT/Tool Skills: MS Office / Google Suite, Project Management Software.

Sounds like a great job?

Then we look forward to receiving your complete application documents through our online application form.

When applying by email, the sender agrees that his or her data will be used in accordance with our data privacy policy.

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