

Date: 4/03/2025

Ref: ESS-2503

Excelsus offers cutting-edge, customizable, and cost-effective synchrotron-based structural characterization services for (bio)pharmaceuticals at every stage of their product lifecycle—from selection and development to stability studies, manufacturing, and IP protection.

Our clients include pharmaceutical companies and major IP law firms. Are you a master of organization with a strong scientific background, a problem-solving professional, and the kind of person who keeps everything running smoothly?

If you thrive on making processes seamless, tackle challenges with a smile, bring a touch of magic to your work and like interactions with clients, this role is for you! In our small and dynamic high-tech company, you'll wear many hats and you'll have the opportunity to play a key role in our growth.

Technical Project Coordinator

Your role

As a **Technical project coordinator**, you will play a pivotal role in ensuring the seamless coordination and documentation of customer projects. Your responsibilities will include engaging with clients at the outset of each project to gather essential information, collecting and verifying project requirements for validation, organizing and storing documents in the appropriate repositories, and tracking the progress of each phase of the project. Your responsibilities will also include assisting with sample preparation for Synchrotron X-Ray Powder Diffraction measurements and handling project logistics, all while maintaining high standards of quality and compliance.

Location:

Basel or Villigen,
Switzerland

Position:

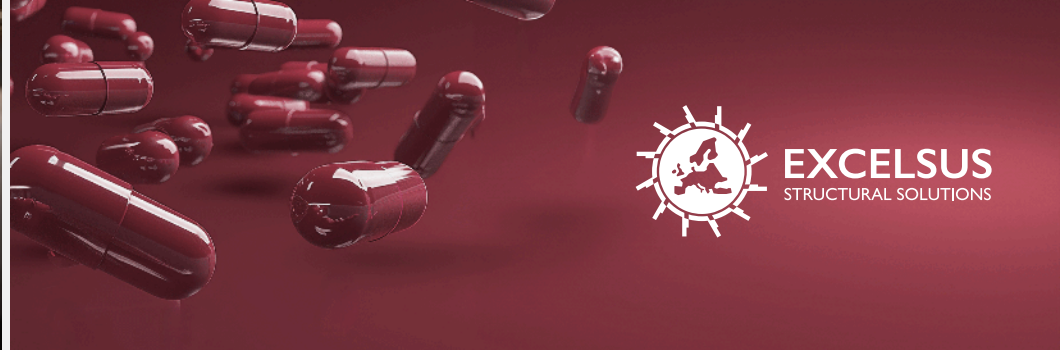
Part-time (60-80%)
with a possibility for full
time in the future

Start date:

At the earliest opportunity

Your specific tasks

- Coordinate with clients to request and share relevant information, as well as to provide project updates. Ensure seamless documentation workflows.
- Assist project managers by tracking the progress of operational activities and by ensuring the timely delivery of project milestones.
- Prepare samples for X-Ray Powder Diffraction (XRD) analysis and other complementary analytical techniques.
- Manage logistics and documentation related to the reception of samples from customers and their shipment to Synchrotron facilities.
- Ensure the integrity and confidentiality of data in accordance with appropriate protocols.



Your profile

Mandatory

- A BSc degree in physics, chemistry, life-sciences or equivalent with at least 3 years of experience in a laboratory or operations support role, ideally in a pharmaceutical or biotech environment.
- or -
- A MSc degree in physics, chemistry, life-sciences or equivalent.
- Some experience with project management, business administration and/or customer services.
- Demonstrated strong organizational skills, ability to work autonomously and to prioritize tasks to meet internal and external deadlines.
- Ability to work in a very rigorous way in a fast-paced environment, performing tasks with extremely high accuracy and reliability, detecting deviations and inconsistencies.
- Strong customer-orientation mindset. Good communication skills to interact effectively with both scientific and administrative teams.
- Strong team player.
- Excellent knowledge of English (spoken, written).
- Eager to work in a dynamic SME environment.

Valued

- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, etc.).
- Additional practical experience in a pharmaceutical company or contract research organization, working with Standard Operating Procedures under GMP/GLP regulations or in an ISO-certified environment.
- Experience with the application of XRPD in a (bio)pharmaceutical company or contract service organization.
- Experience with lab and data management systems.
- Good knowledge of German (spoken, written).

Your benefits - what we offer

- A successful and highly innovative company, which is a well-recognized world leader in its area of activities.
- An international scientific environment.
- An attractive salary package, based on your skills and experience, complemented by an annual bonus related to the company and your individual performances.
- An opportunity to contribute to the further growth of our company and to take on management responsibilities.

Excelsus Structural Solutions (Swiss) AG is an Equal Opportunity Employer.

For more information on our company,
please visit our web site:

www.excelsusss.com

If you are interested, please send your
application (CV + motivation letter) to:

m.reinle-schmitt@excelsus2s.com

Incomplete applications or applications via LinkedIn will not be considered.