

ORGENTEC Diagnostika GmbH is a leading player in the market of In Vitro Diagnostics specialties. Our strength is autoimmune and infectious disease diagnostics with our own automation and growing family of instruments. Starting out in 1988, ORGENTEC has built a reputation and tradition of bringing new products to the market and successfully grow with a global network of distribution partners.

Our team of 130 colleagues in Mainz needs you to work with us to grow our global business in the position of:

Head of Project Management Office (f/m/d)

to start immediately.

Your responsibilities:

- Initiate and set goals for programs according to the strategic objectives of the organization
- Plan, manage and monitor the projects from start to completion with structured processes and focus on milestones achievement
- Manage and utilize resources across projects, develop and manage project budgets
- Coordinate the projects and their interdependencies, defining the program governance (controls)
- Supervise project managers to provide feedback and resolve complex problems
- Discover ways to enhance efficiency and productivity of procedures
- Manage risks and issues and taking corrective measurements
- Ensure stakeholders' communication and keep senior management informed with detailed and accurate reports or presentations

This is what you bring to the table:

- BSc/BA diploma in management, natural sciences or a relevant field; MSc/MA is a plus
- Proven strong practical experience in project management, gained through managing large and complex projects.
- Thorough understanding of project/program management techniques and methods

- Ability to inspire, build and run relationships and solve conflicts
- Organizational skills including attention to detail and multi-tasking
- Good knowledge of budgeting and resource allocation procedures
- Working knowledge of MS office and project management software
- Ideally PMI certification
- Fluent in English and German

What we offer:

- An excellent reputation in the market as an innovative diagnostics manufacturer with products of prime quality.
- An energetic and team-oriented environment to welcome, support, and challenge you.
- An exciting product portfolio in reagents and instrumentation with high potential for growth.
- State-of-the-Art facilities in Mainz – a university-city on the Rhine River with high quality of life.
- Competitive compensation.

Are you interested? We are looking forward to your detailed application documents, stating your salary expectations and the earliest possible starting date. Please mail to jobs@orgentec.com