

Project Manager - Corporate Development

Danvers, MA

Cell Signaling Technology, Inc. (CST) is a worldwide leader in the development and commercialization of antibodies, assays and research tools. As a company of scientists for scientists, we have developed PTMScan, a technology to discover protein post-translational modifications, PhosphoSitePlus, an online resource for investigation of post-translational modifications, and XMT technology, a proprietary method to develop exceptional monoclonal antibodies. We are fully committed to developing new research tools to help define the mechanisms underlying cell function and disease, thereby broadly accelerating progress in biomedical research and medicine.

CST is seeking a Project Manager to support our Corporate Development Team with the planning and execution of team initiatives, and to manage and maintain our existing contracts, licensing agreements, royalty reporting and payment obligations. This is a unique opportunity to gain experience in business development. The person in this role will also be trained on how opportunities are sourced, selected and executed in the life sciences industry and will be critical in ensuring the long-term success of the company.

Responsibilities:

- Creation and management of project schedules and tracking of milestones and deliverables
- Coordination of team and cross-functional project meetings and other events such as meetings, conferences, symposia etc.
- Internal and external stakeholder coordination and communication
- Management and interpretation of license agreements and associated deliverables
- Proactive compliance with royalty reporting and payment obligations
- Interface with Legal for monitoring of intellectual property terms/expiration
- Management and tracking of CDAs and MTAs with key internal stakeholders from inception through execution
- Management and tracking of consulting agreement obligations, terms and renewals

Requirements:

- Bachelor's Degree in Business, Finance or Life Sciences and a minimum of 3 years experience in a similar role
- Basic understanding of legal contracts and agreements
- Project Management experience

Preferred Skills/Experience:

- Conscientious, organized, with a keen eye for detail
- Exceptional communication skills, both oral and written
- Ability to multitask and meet deadlines in a fast-paced environment
- Ability to collaborate with internal and external stakeholders at all levels
- Strong initiative, desire to develop skills and execute knowledge
- Proficiency with MS Excel, Powerpoint
- Experience in the life sciences industry

