

Open position for: **Strategy and Management sub-area**

TITLE: Project Management Technician.

REF: CRE25-08

APPLICATION DEADLINE: December 4th, 2025

CONTRACT: *August Pi i Sunyer Biomedical Research Institute (IDIBAPS)*

START DATE: Immediate, once the selection process has been completed.

WORKING HOURS: 37.5 hours per week (full-time)

DURATION: Initial 3-month contract, extendable up to a maximum of 4 years with contract from the Universitat de Barcelona.

WORK SCHEDULE: Monday to Friday, split shift (8:30/9:30h – 17:00/18h)

Job summary

The Project Management Technician at Creatio provides support in the preparation of public funding calls, as well as coordinates the management of collaborative research projects awarded to Creatio, providing support to the principal investigator (PI), Prof. Josep M. Canals Coll, in all tasks associated with them.

The Project Management Technician acts as an operational link between Management, the scientific and technical teams, partners and collaborators, and the administrative staff, coordinating the management of timelines, tasks and deliverables. This role is key to ensuring efficient management of the collaborative projects coordinated by Creatio.

Main tasks

- Provide support to the PI in the preparation of project applications, including the search for collaborators when necessary, collection of information, scientific writing of specific sections and/or completion of the application forms.
- Provide support to the PI in the administrative tasks of the awarded collaborative projects, such as the organisation of meetings, monitoring compliance with deliverables and tasks, and processing requests for reports, confidentiality agreements or technology transfer agreements with collaborators.
- Coordinate the management of the awarded collaborative projects and ensure compliance with and alignment of the timeline throughout the lifecycle of the coordinated projects.
- Coordinate internal communication systems between partners in the coordinated collaborative projects.

- Draft the minutes of scientific meetings of the collaborative projects and circulate them to the relevant partners.

Requirements

- University degree in Pharmacy, Medicine, Biomedicine or related fields.
- Advanced level of English, both spoken and written.
- Good organisational, planning and communication skills.
- Skills in writing, summarising and communicating, especially in the scientific-technical field.
- Ability to manage and communicate with multidisciplinary teams.
- Ability to work as part of a team.

The following will be an asset:

- Knowledge of R&D project management.
- Knowledge of national and international funding calls.
- Knowledge of project management tools such as the Funding & Tenders Portal or other similar platforms.
- Previous experience in university or research environments.

More information

Candidates interested in this position must submit their application following the published instructions:

<https://www.clinicbarcelona.org/uploads/media/default/0020/76/8b8fe6c6ec668076cce72777e4e26f6eac59cd2d.pdf>

Offer ref.: FU-359/2025

ABOUT CREATIO

Creatio is the Advanced Therapies Production and Validation Center of the Faculty of Medicine and Health Sciences of the Universitat de Barcelona. Our mission is to offer solutions based on advanced therapies in order to increase the efficiency of the healthcare system and the quality of life of society. We establish strategic alliances with companies, research centers and hospitals to develop new projects and/or products in this innovative medical field.

The clinical production area offers validation and production services for advanced therapies for clinical use, carried out under high quality standards and in accordance with ISO 9001:2015 and/or GMP.

The preclinical area is dedicated to the validation of new technologies and healthcare products under development for regulatory approval and offers a wide range of preclinical studies performed under high quality standards, in accordance with ISO 9001:2015 and/or GLP.

With extensive experience in the field, our qualified professionals also provide technical and scientific consultancy services. For more information, visit:
<https://www.ub.edu/creatio>.