



PORTFOLIO COORDINATOR

THE COMPANY

Sitryx Therapeutics Limited is an immunometabolism company focused on applying breaking science relating to the manipulation of metabolism and metabolic reprogramming to develop disease modifying therapeutics targeting:

- Immuno-oncology: limiting the growth of cancer cells by enhancing anti-cancer immune responses and/or regulating tumour metabolic activity
- Immuno-inflammation: switching immune cell activity from a pathogenic to a homeostatic state to treat inflammatory and autoimmune disorders

The Company is well funded through a \$30 million Series A financing and a \$60 million collaboration with Eli Lilly. It is therefore seeking to expand its research team so as to expedite its diverse, multi-project, portfolio of proprietary and partnered assets with a view to delivering groundbreaking medicines for inflammation and cancer.

THE ROLE

As Sitryx grows and develops as a company, a Project Coordinator is sought to provide essential support across the Sitryx portfolio of therapeutic projects. Reporting to the Head of Biology and working closely with other members of the senior management team and project leaders, the successful applicant will provide a wide range of project management support for Sitryx's projects. This includes coordinating the preparation of appropriate project plans and budgets, coordination of project presentations for project reviews and board meetings, arranging and minuting key meetings. In addition, the candidate will work closely with the leadership team and project leaders to gather and analyse competitor information.

The role offers the successful candidate the opportunity to gain experience across a wide range of areas within a rapidly growing biotech business and to significantly contribute to the success of the company.

MAIN RESPONSIBILITIES

- Working with project leads to collate project relevant information and milestones to support efficient project tracking.
- Supporting the senior leadership team to ensure effective coordination of the project portfolio.
- To review the competitive landscape and provide updates to the leadership team and project leads.
- To liaise with finance colleagues preparing project budgets and tracking spend.
- To prepare key project summary presentations and reports.
- Arranging and minuting key meetings.

ESSENTIAL REQUIREMENTS

- A Masters degree with relevant significant experience in an industrial drug research role or a PhD in a relevant scientific discipline.
- Experience of project coordination/management in an industrial drug research setting.
- Knowledge and experience of using project management tools such as Smartsheet.
- Experience in drug discovery and development.
- Experience in collecting competitive intelligence and interpreting competitive landscape.
- Strong and broad organizational communication skills.

DESIRABLE REQUIREMENTS

- Background in a relevant drug R&D discipline.
- Experience of defining and monitoring of key milestones.
- Knowledge of the drug R&D process and experience in assessing risk and potential value for projects and portfolio.

BEHAVIOURS

Personal:

- Emotionally intelligent with strong interpersonal and influencing skills.
- Takes initiative and responsibility for actions.
- Excellent attention to detail.

Team Focus:

- Collaborative with excellent communication skills, including active listening.
- Builds strong and effective relationships with internal and external teams.
- Contributes productively to team objectives, supporting or leading activities as required to achieve shared goals.

BEHAVIOURS CONT'D

Delivery:

- Excellent organisational skills.
- Innovative and creative problem solver.
- Demonstrates commitment to goals and a sense of urgency in fulfilling ambitious objectives.

Flexibility:

- Displays genuine respect for alternate views.
- Adapts personal style to a context, with experience of adapting to an audience.
- Forward thinking and able to adjust plans/ priorities accordingly.

The ideal candidate can demonstrate a track record of achievement, is well-organised and, enthusiastic about collaborative working in a fast-growing business, which offers opportunities to contribute across multiple workstreams, and thrives in a fast-paced collegial environment.

IN RETURN WE OFFER

- A competitive salary, commensurate with qualifications and experience, and a comprehensive benefits package including pension and health insurance.
- The opportunity to work with a fun, dynamic and intellectually stimulating team.

Sitryx is committed to building a diverse workforce and recognises that diverse and inclusive teams build a strong and innovative culture.

This is predominantly an office-based role working closely with an on-site team; with the potential for remote working in a flexible manner according to business needs.

To apply for this role, please send us your curriculum vitae and cover letter, providing a short description of your interest in, and compatibility with, the role through the portal on our website, by selecting "Apply for this role" at www.sitryx.com/careers/, quoting reference number 2022_03(B)

Visas for those who do not already have the right to work in the UK will be considered on a case-by-case basis according to business needs and resources.

Sitryx Therapeutics does not accept unsolicited CVs from agencies.