

Project Coordinator (50% part-time) – Preclinical Development & Operations Support

Part-time | Fixed-term: Sept/Oct 2026 – Dec 2028

Location: Munich, Germany

About Viacure Therapeutics GmbH

Viacure Therapeutics GmbH is a biotechnology startup and spin-off from Helmholtz Munich, developing a first-in-class antibody therapy for type 2 diabetes. Based on the discovery of the “Inceptor” receptor, Viacure aims to regenerate insulin-producing beta cells and address the root cause of the disease.

Role Overview

We are seeking a highly organized and proactive **Project Coordinator (50% position)** to support preclinical development activities and day-to-day operations in a growing startup environment.

The role requires flexibility and hands-on working attitude, covering a wide range of operational and coordination activities. We are looking for a person that is adaptable, comfortable switching between tasks, and willing to support whatever is needed to keep the organization running smoothly.

Key responsibilities include:

- Support follow-up of action items and ensure timely completion of administrative and operational tasks across the organization.
- Assist with contract preparation, document review coordination, signature collection, and filing.
- Assist with market research, company scouting, supplier identification, and collection of information from external service providers.
- Support preparation of presentations, reports, funding materials, and other business documentation.
- Support financial tracking activities, including budget tables, invoice management, purchase tracking, and preparation of internal reporting materials.
- Organise and attend selected internal and external meetings, prepare meeting minutes, document key decisions and action items, and maintain organized records.
- Support grant-related administrative activities and reporting requirements.
- Coordinate and support preparation, tracking, and management of Confidential Disclosure Agreements (CDAs), service agreements, and other project-related documentation.

- Contribute to LinkedIn content, website updates, and other company communication materials.

Profile:

- Previous experience in biotech, pharma, consulting, research organizations, CROs, startups, or project support functions is desirable.
- Strong organizational and documentation skills, with excellent attention to detail.
- Ability to summarize discussions, document decisions, and prepare clear meeting minutes.
- Comfortable interacting with external partners, service providers, and multidisciplinary teams.
- Proactive, reliable, and highly self-motivated personality.
- Strong communication and interpersonal skills.
- Highly adaptable and comfortable working in a dynamic startup environment, with the flexibility to take on new topics and responsibilities as needed.
- Proficiency with Microsoft Office, document management systems, and collaboration tools.
- Fluency in English and German.

What We Offer

- Opportunity to contribute to an innovative, first-in-class diabetes therapy
- Broad exposure to world-leading diabetes research, preclinical development, and startup activities
- Collaborative and fast-paced startup environment
- Flexible 50% part-time position with the opportunity to take on diverse responsibilities

How to apply

We'd love to hear from you! Please send your CV to **c.ballester-lopez@viacure.de** and tell us a little about your experience and interest in the role.