



Head of R&D Project Office

About the job

This is an opportunity to work with a great team of people passionate about creating possibilities and improving the quality of life for users and caregivers worldwide through product innovations.

Join our Project Office Team in Anderstorp as our next Head of R&D Project Office.

As Head of Project Office it will be your mission to motivate and inspire your team of project managers and cross-functional team members to follow the plan and business case to ensure that we deliver our development projects and new products according to specifications in terms of the product cost, project budget, time to market and quality. You are responsible for driving our projects according to the Etac Project model, which you are the process owner of, and planning and monitoring project resources to meet key deliverables during all phases of our ongoing projects.

Main tasks

- Cross-functional resource planning for product development projects including industrialization
- Responsible for planning and supporting prioritization of projects for Product Management and business/brand managers
- Responsible for the basis and metrics for ongoing follow-up and forecasting of projects such as time, project cost, product cost, and quality
- Responsible for and develop methods and infrastructure for project planning and portfolio planning
- Responsible for and develop the project process
- Line manager for two Technical Project Managers

Your background

You have several years of experience and proven success in a project management role and product development, with good knowledge of resource and project portfolio management, production, and process flows. In addition, you have good knowledge of budgeting and financial follow-up.

As a person, you are driven and proactive with good social skills and communicative in speech and writing. Your ability to build credibility and trust with both team members and management as well as balancing between multiple tasks/priorities and still consistently meeting deadlines will be a key success factor in this position. You have previous experience leading staff, alternatively, it is a role that you now want to step up to and develop in.

Education

University degree in engineering or supply chain, or equivalent experience.

Knowledge and abilities

- Experience in R&D project management
- Technical knowledge and understanding of the process from pre-study to manufacturing
- Medical Device Regulation (MDR) knowledge
- Business and finance acumen
- Structured and analytical
- Understanding of matrix organisations and ability to work cross-functionally
- Ability to engage, interact, and influence
- Ability to think strategically; one step ahead and define corresponding actions

Language and computer skills

- As we are a global company English is a must. Any Scandinavian language is an advantage.
- Proficient in Excel
- MS Project and Project Online

Office location

Anderstorp, Sweden

How to apply

The position is reporting to SVP Manual Wheelchairs & Pressure Care, Magnus Björkqvist. If you have questions about the position, please contact Magnus via email: magnus.bjorkqvist@etac.com If this job sounds appealing to you, please send your CV and cover letter as soon as possible to: recruitment@etac.com We will conduct interviews on an ongoing basis.