

## **JOB PROFILE**

### **Job Title: Associate BD Manager/Manager, Search and Evaluation**

| <b>Department</b> | <b>Type</b> | <b>Location</b> |
|-------------------|-------------|-----------------|
| US BD Team        | Full-time   | Princeton, NJ   |

#### **Job Summary:**

We are seeking a highly talented and motivated individual to join our US Business Development Team based in Princeton, NJ, for the position of either Associate Manager or Manager of BD, Search and Evaluation.

#### **Job Responsibilities:**

Project search and evaluation (60%)

- Collect and evaluate information about different therapeutic targets to obtain preliminary information regarding the overall target's efficacy, toxicity and pharmacokinetics, etc., based on literature/database search, patent information, public news, and so on.
- Discover, evaluate, and review advanced technologies/platforms of biologic therapeutics from both industry and academia.
- Prepare clear technical reports, publications, and oral presentations.
- Able to independently and effectively communicate scientific research in the form of written reports and oral presentations, including justifying one's scientific stance at meetings. May deliver updates to senior level management in the context of overall project goals.
- May be responsible for scheduling meetings internally/externally, taking/organizing meeting minutes, and general record-keeping.
- Must be willing to attend conferences/events to collect information on new technology platforms, therapeutic targets, groundbreaking research, etc. including connecting and communicating with external collaborators.

Project management (40%)

- Support R&D and BD teams from both Project and Alliance management perspectives. Diligently follow a project plan to monitor the timeline, budget, and progress as well as risk control. Coordinate the work between different functional groups. Ensure that key decisions are made on time and that the overall project timeline is kept on track.
- May collect data from different functional teams in order to summarize a weekly progress report.
- Inform any encountered issues/problems to the management team in a timely manner.

- Routinely report the project progress to the management team in a timely manner.
- Organize and maintain the Project database/tracker.

**Required Education and Experience:**

- A Master's degree or PhD in immunology, oncology, or related fields; 1-3 years of industry experience in antibody or drug discovery is preferred.

**Required Qualifications:**

- Critical thinker with good time management and objective-oriented focus.
- Highly motivated self-starter who can work efficiently both as an individual and within a team.
- Strong verbal and written communication/presentation skills.
- Competency in the use of MS Office tools is required (Word, Excel, Powerpoint, etc.)
- Previous experience working in cross-disciplinary groups, executing corporate strategies, and contributing to key project decisions.
- Willing to travel for certain scientific/business conferences held annually.

**Preferred Qualifications:**

- Previous working experience within the field of ADCs or bispecific antibodies.
- Advanced knowledge and experience in drug discovery and/or translational research for antibody-based therapeutics.
- Fluency in both written and oral English and Chinese is highly desirable.