Project Manager, Medical Writing

If you have experience in regulatory medical writing and are looking for a position in a growing company where you can join the role as a Project Manager working on projects that make tangible differences in the lives of patients with rare disease, keep reading!

Role

Azur Health Science is looking for an experienced and driven Project Manager to oversee and coordinate our medical writing project portfolio, with a focus on rare diseases. You will be responsible for tracking timelines, key milestones, and resource allocation, whilst ensuring clear communication across internal teams and client stakeholders. A natural collaborator, you bring structure and momentum, take ownership, and integrate seamlessly into our close-knit, fast-growing team.

Azur's Mission

At Azur Health Science, we are not only specialists — we are advocates. Historically, rare disease has been overlooked, often seen as too complex or unprofitable to address. Today we see incredible progress, but there is still much more to do.

Our mission is to be a part of the progress by dedicating our expertise to this field. We aim to accelerate access to life-changing treatments for patients who have waited too long. Every rare disease deserves attention. Every patient deserves hope.

Key Responsibilities:

- Establish and maintain a centralised portfolio overview of medical writing projects, with a clear focus on project timelines, key milestones, and resource accountability.
- Design and manage project management dashboards and visualisations that deliver a real-time, at-a-glance view of project status, progress, and upcoming deadlines.
- Proactively manage shifting priorities and timelines across the portfolio:
    - Revise project plans promptly to reflect changes in scope, timelines, or resource availability.
    - Ensure that the impact of any changes is clearly communicated to relevant stakeholders and thoroughly documented.
- Provide dedicated project management support for selected internal and client-facing review meetings:
    - Attend meetings to facilitate planning, coordination, and decision-making.
    - Offer clear guidance on next steps and indicative timelines to keep projects on track.
    - Manage the scheduling and rescheduling of client-facing meetings in response to evolving timelines and stakeholder availability.
    - Ensure that milestones, actions, and key decisions are accurately captured, tracked, and visible to all relevant parties.

- Contribute to the external facing side of Azur Health Science by deepening your knowledge on rare diseases, writing articles or white papers for publication, and participating in team events to engage with the rare disease community.

Experience:

- A minimum of 5 years of experience as a regulatory medical writer, with a strong track record of delivering high-quality regulatory documents.
- A minimum of 3 years of project management experience, ideally within a medical writing context, including ownership of timelines, resource planning, and delivery accountability.
- Demonstrated ability to manage complex, multi-stakeholder projects across concurrent workstreams.
- Experience working within or alongside cross-functional, remote, and internationally distributed teams.
- Prior exposure to client-facing roles and the ability to manage expectations in a professional, solutions-oriented manner.

Qualifications:

- A degree in Life Sciences (e.g. Biology, Pharmacy, Medicine, or a related discipline) is desirable.
- A project management certification.
- Impeccable written and spoken English.

Skills & Attributes:

- Strong project management capabilities, with a track record of organising and empowering teams to deliver multiple workstreams on time.
- Proven leadership and interpersonal skills, with the ability to inspire and guide cross-functional teams.
- A proactive, solutions-focused mindset — able to take initiative and navigate ambiguity in challenging situations.
- Proficiency in project management software solutions such as Smartsheet or Project Online as well as calendar management via Outlook.
- At ease with communicating internally and with multiple-stakeholder client teams.
- Ability to think through and work around problems logically in response to changing conditions.
- An eye for detail, balanced with the pragmatism to keep projects moving.
- Skilled at building strong, collaborative relationships within diverse, geographically distributed, and cross-functional teams.
- Rapid adaptation to new technology and tools.

Why Join Azur?

- A rare opportunity to lead a highly skilled team in a dynamic, customer-focused environment.

- Work on impactful projects in rare disease and cutting-edge therapies.

Conditions

- **Location**:
  - Preferably based in Cernay (France, 68)
  - Open to candidates located in Germany or Switzerland
- **Contract**:
  - France: Full-time, permanent contract (CDI), cadre status, forfait jours
  - Germany / Switzerland: Full-time position under local permanent employment terms
- **Start Date**: September 2026
- **Salary**: Starting gross annual salary at €50,000, depending on experience
- Competitive compensation and benefits package.

If you are interested in this position, please email your tailored CV and covering letter to recruitment@azurhealthscience.com. *For more information on how we handle your personal data during the recruitment process, please refer to our Recuitment Privacy Policy: https://azurhealthscience.com/recruitment-privacy-policy/*