

**Geistlich Pharma lives out its deeply-rooted values.**

Giselle Richterich,  
International Product Manager

Exciting challenges await on the path to realizing our vision. We are therefore seeking

## Senior Specialist Project Portfolio

Root

### Your tasks

- > operation of the Project Management Office (PMO) and administration of the R&D project portfolio
- > support of the project managers in the project managers system
- > preparation and post processing (incl. protocol) of the product steering committee meeting (upper management)
- > preparation of portfolio analysis and reports for the management
- > support the implementation of a Project Portfolio Management (PPM) software

### Your qualifications

- > education in life science, pharma technology or business administration; further education of advantage (e.g. bachelor, master, dipl. Ing.)
- > experience in a PMO or PPM support function
- > experience in medical device development projects and/or in design control documentation of advantage
- > strong written and verbal communication skills in German and English
- > detail oriented and strong IT affinity

Geistlich Pharma is a family-run Swiss company and a longstanding global leader in regenerative dentistry. We have a long tradition of pioneering attitudes that place the focus on employees. These employees are dedicated to the spirit that drives our company to excel: a passion for regeneration. This is the origin of our innovative medical products that reconstruct bones, cartilage and soft tissue. Our motivated team looks forward to working with you in a modern, dynamic environment with international flair.

We look forward to receiving your completed electronic application at: [recruiting@geistlich.ch](mailto:recruiting@geistlich.ch)

If you have any questions about the position, please contact: Thomas Schopper, Head Project Portfolio Management, +41 41 492 55 55



[www.geistlich-pharma.com](http://www.geistlich-pharma.com)

