Project Manager Officer

Full time employee position
Location: Paris (offices in Biolabs, 75014) – hybrid

About One Biosciences: One Biosciences is a pioneering precision diagnostics company uniquely positioned to decipher tumor heterogeneity through the convergence of single-cell transcriptomics and artificial intelligence. Our proprietary platform combines cutting-edge biological protocols, advanced algorithms, and molecular signatures to deliver clinical-grade insights that transform cancer treatment decisions. Leveraging proprietary and public single-cell datasets in oncology, our technology enables healthcare providers to understand the complex cellular landscape of tumors with unprecedented precision and speed. We have established strategic partnerships with leading French cancer centers including Institut Curie and Gustave Roussy, while preparing an expansion in the US market through collaborations with top-tier institutions. Following our successful €14M Series A funding round led by prominent investors, One Biosciences is scaling globally to bring the next generation of precision diagnostics to oncologists and pharmaceutical companies worldwide. Join us in our mission to revolutionize cancer care by unlocking the secrets hidden within every single cell.

The Context:
As One Biosciences scales its operations globally, project coordination and operational rigor have become mission-critical. We are transitioning from early-stage, research-focused workflows to clinical-grade diagnostics, which requires robust planning, cross-functional alignment, and efficient execution. Our work now spans wet lab assay development, clinical collaborations, regulatory submissions, cloud infrastructure, and commercial partnerships — all of which must be delivered on time and in compliance with evolving standards such as GDPR, the EU AI Act, and U.S. FDA regulations.
In this dynamic environment, we need a dedicated PMO to orchestrate complex, multi-stakeholder programs, ensure transparent communication, and drive execution excellence across teams. From aligning on shared goals to enabling repeatable processes, the PMO will be a key enabler of our operational maturity and scale-up success.

Role Purpose

Own the planning, orchestration, and on-time delivery of cross-functional programs: sample processing, R&D assay development, CLIA/CLEP lab build-out, clinical validation, regulatory submissions, pharma collaborations. This while establishing operational processes that let a fast-growing team execute with clarity and speed. You are the connective tissue between internal teams and external stakeholders, ensuring everyone knows what to do, by when, and with which resources.

Position Basics

- Job Title: Project Manager Officer
- Location: Hybrid – 3 days on-site in Paris (Paris 14 ième arrondissement) and 2 days remote.

- Reports To: COO (close collaboration with CEO and Team leads: Wet Lab, Bioinformatics, Data Science, BD/Partnerships, Clinical)
- Contract Type: Full-time, CDI

Key Responsibilities

Program & Project Management

- Turn objectives and regulatory milestones into scoped, budgeted, time-lined plans.
- Own and update Gantt charts in ClickUp.
- Run weekly stand-ups and monthly steering meetings, record decisions and actions.
- Surface risks early, drive mitigations, and escalate with data when needed.

Operations & Process Enablement

- Create and maintain SOPs, and reusable templates.
- Run OKR tracking, quarterly planning, and resource reviews.
- Coordinate lab setup logistics (equipment, validation, readiness checklists).
- Co-manage budgets with Finance; forecast spend and flag variances.

Stakeholder & Communication Management

- Act as the hub between internal teams and external partners (pharma/academia).
- Tailor communications for each audience and keep a single source of truth in ClickUp/OneDrive.
- Prepare board/investor-ready status snapshots.

Regulatory, Quality & Compliance Support

- Align plans with CLEP/FDA milestones and LDT validation steps.
- Drive document workflows to approval (SOPs, protocols, validation reports).
- Support QA/RA on audit readiness and corrective actions.

Data, Reporting & Continuous Improvement

- Define and track delivery KPIs; build lightweight dashboards.
- Lead retrospectives/post-mortems and implement improvements.

Required Qualifications & Experience

- 5+ years in project/program management or operations within biotech, diagnostics, or life sciences (NGS, molecular diagnostics, or regulated lab environment strongly preferred)

- Demonstrated success managing multi-workstream programs spanning scientific, regulatory, and commercial components
- Solid understanding of at least one: CLIA/CLEP or ISO 15189 lab operations, FDA Pre-Sub/510(k)/de novo pathways, LDT development/validation
- Expert-level proficiency with modern PM tools (ClickUp strongly preferred; Jira/Asana acceptable) and Gantt/roadmapping software
- Strong financial acumen: build/track budgets, model burn rates, communicate trade-offs
- Excellent written and verbal communication in English; French is a strong plus
- Startup mindset: hands-on, resourceful, comfortable creating structure from ambiguity

Preferred / Nice to Have

- PMP or equivalent certification
- Experience standing up or scaling lab operations (facility build-outs, equipment validation, vendor management)
- Familiarity with data visualization tools for reporting
- Experience working with pharma partners or CROs on biomarker/diagnostic collaborations
- Knowledge of quality systems (ISO 13485, CAP, CLIA) and document control platforms

Applications

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