

LINQ is a boutique project management firm specialising in international research and innovation projects. We connect scientists worldwide and support them in turning ideas into funded and impactful solutions. From structuring project concepts and securing funding to coordinating implementation, we accompany our partners throughout the full project lifecycle. In addition, we guide communication and dissemination and support capacity building in our initiatives so that each group can achieve the biggest possible impact. Our projects bring together interdisciplinary teams across continents who are passionate about advancing science and making a difference.

Currently we are looking for a

Project Manager (m/f/d)

to support our team in Berlin.

What we offer

- A job with a mission: Your work will contribute to advancing science and innovation, connecting people and improving patients' lives
- A friendly, dedicated team of colleagues with different backgrounds who are passionate about health-related research and international cooperation
- An inspiring work environment with partners from Africa, Europe, North America and Asia
- Beautiful office in Berlin Charlottenburg (7-minute walk from the S-Bahn) and the possibility to work from home two days per week.

Job Description

As a Project Manager at LINQ you will be managing and administering international research and development projects. This includes working closely with your team members to ensure that all parties are on track to meet project requirements, deadlines, and schedules. Specific responsibilities include progress monitoring, financial management, project reporting, support of dissemination, exploitation and capacity building activities as well as contract management. When it comes to planning new projects and setting up grant applications, your tasks include structuring project work plans, writing and optimizing proposal texts, supporting financial planning and budget preparation, and the planning of measures to maximize project impact. Your work will include international travel to participate in project meetings and conferences.

We invite applications for

Project Managers [50.000-65.000 EUR per year, full-time equivalent]

Senior Project Managers [62.000-80.000 EUR per year, full-time equivalent]

Project Managers support international projects according to established best practice alongside senior colleagues. Senior Project Managers lead complex initiatives independently and contribute to business development.

Your main responsibilities

- Work closely with colleagues and project partners to safeguard compliance with project requirements, deadlines, and schedules
- Advise project partners on funding rules and programme regulations to support compliance with formal requirements
- Engage with project partners to assess progress, identify potential issues, and find solutions

- Review project deliverables to ensure high quality standards and compliance with formal requirements
- Prepare project progress and financial reports by gathering, reviewing and summarising input from project partners
- Establish effective internal and external project communication plans in close collaboration with the LINQ communication manager, ensure and support their execution
- Plan, organise, document and lead international virtual, in-person, and hybrid meetings, and follow-up on action items
- Facilitate changes to project work plans ensuring that all parties are informed of the impacts on schedule and budget
- Support proposal preparation, including time planning and task allocation on consortium level, advice on project structure and financial planning, Gantt chart preparation, development of a management approach tailored to programme and project requirements
- Identify and develop new opportunities on project and/or company level

Your profile

- **Education and experience:**

- MA/MSc or equivalent
- Project Management Certification is a plus

2+ years of relevant work experience, including budget management, ideally in the research & innovation and/or health context

- **Competencies:**

You are someone who

- has a strong service mindset
- thinks critically and solves problems pragmatically
- is able to communicate in a clear, effective and friendly manner
- takes ownership and works independently
- manages time and priorities efficiently
- adapts confidently to changing environments
- is open-minded, eager to learn and curious about emerging technologies such as AI
- has outstanding intercultural sensitivity and excellent team working skills
- is fully proficient in both English and German
- has an excellent knowledge of Microsoft Office tools

Deadline

Interested in joining our team? We look forward to hearing from you! Please send your application as **one single file** to **applications@linq-management.com** by 30 September 2026, including a cover letter, your CV, salary expectations and your earliest possible starting date.

We are planning to fill the position as soon as possible.