



Salzman Group Ltd. is an Israeli biotechnology firm focused on the discovery and development of transformative pharmaceuticals. We are seeking a **Project Manager Assistant** to join our team in **Katzrin, Golan Heights, Israel**.

Job Requirements

- M.Sc. in Chemistry/ Biology/Biotechnology/Medical sciences
- Experience in development work in the pharmaceutical industry - an advantage
- Highly organized and diligent
- Skilled in multi-tasking
- Deadline oriented
- Team player- ability to work in a dynamic group
- Fluent in English (reading/writing at a high level)
- Option for part-time in Katzrin (minimum 60%) and home base position

The job will include:

- Office work (i.e. filing reports, writing meeting summaries, building powerpoint slides, MS project Gantt chart preparation)
- Coordinating projects which involve different departments, obtaining quotations, shipping logistics
- Creating budgets in excel
- Communicating with external companies

CVs should be sent via e-mail to jobs@salzgrp.com