

### Company Overview:

Biocytogen is a premier partner that provides one-stop solution for drug development, from concept to IND application. With cutting-edge technologies, state-of-art animal facility, and world-class platforms for efficient antibody drug development, Biocytogen offers animal model generation, antibody fully human RenMab mouse model, therapeutic antibody discovery and development, in vivo/in vitro preclinical studies, CMC/CDMO and regulatory affairs support. Biocytogen collaborates with more than 70% of top 50 pharmaceutical and biotech companies worldwide. Together, we discover innovative medicines for a better, healthier world.

### Opening Summary:

Job ID	Department	Job Opening	#	Position Level
19A1-Q2	Admin	Bookkeeper	1	Entry
19B1-Q2	Pharmacology	in vivo Research Associate	5	Entry
19B2-Q2	Pharmacology	Research scientist and associate for in vivo studies	1	Median-Senior
19B3-Q2	Pharmacology	Research scientist and associate for in vitro studies	1	Median
19B4-Q2	Pharmacology	Animal Care Technician	1	Entry-Median
19C5-Q2	Business	Director of Business Development	1	Senior
19C1-Q2	Business	Business Development Manager	2	Entry-Median
19C2-Q2	Business	Gene Editing Specialist (Sales Manager)	2	Entry-Median
19C3-Q2	Business	Business Development Associate	1	Entry
19G1-Q2	Marketing	Marketing Manager	1	Senior
19G2-Q2	Business	Marketing Associate	1	Entry
19D1-Q2	Technology	Gene Targeting Project Manager	1	Senior
19E1-Q2	R&D	Director for Antibody Discovery	1	Senior
19F1-Q2	Beijing	Director for Antibody Discovery	3	Senior
19F2-Q2	Beijing	Scientist for Antibody Discovery	4	Senior

### 19A1-Q2 Bookkeeper/Accountant ( Boston)

#### Position Summary:

The Staff Accountant will be responsible for accounting, analysis and operations support related accounting and reporting activities for Biocytogen. This role will work closely with the management team to ensure accurate month end reporting, controls compliance, coordination of close process and preparation of materials for review of financials with management.

#### Job Responsibility:

- Prepare month-end income statement and balance sheet.
- Support annual tax preparation via communications with external Accountant.

- Process Accounts Payable invoices, maintain organized A/P filing system
- Prepare monthly bank reconciliations
- Reconcile Credit Card Transactions
- Validate and process employee expense reports
- Ensure all balance sheet reconciliations, detail schedules and other supporting documentation
- Support financial reporting requirements
- Communicate and report to the Beijing headquarter on a weekly basis

Required skills and Experience:

- Bachelor's degree in accounting or business degree
- 1+ years of relevant experience
- Experience with account reconciliations
- Strong proficiency in Excel
- Experience with QuickBooks preferred
- High degree of professionalism
- Flexible and able to handle multiple tasks in a fast-paced environment

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### **19B1-Q2 *in vivo* Research Associate (Boston)**

Position Summary:

We are seeking a talented candidates to perform work to support in vivo/ex vivo efficacy studies which employ immune-oncology antibodies and humanized mouse models. The candidate will work closely with Senior Scientists and Project Managers. An innovative mindset, attention to detail, and the ability to work collaboratively and with cross-disciplinary teams are ideal characteristics that the candidate should possess.

Job Responsibility:

- Perform preclinical pharmacology studies with troubleshooting capability
- Understand *in vivo* efficacy/toxicity studies and PK/PD data
- Prepare experimental results summaries and reports to higher level administrator(s)
- Follow and understand SOP procedures and experimental protocols
- Experience working with mouse models

Required skills and Experience:

- Bachelors or Masters degree with biological, pharmacology training or related fields
- Good communication and people skills
- 1-2 years of experience with drug discovery and development in biotech companies or academic research
- Experience with cell culture and *in vitro* assay development is a plus
- Mouse model experience is a big plus
- Good team player with a passion for scientific research

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### **19B2-Q2 Research scientist and associate for in vivo studies (Boston)**

#### Position Summary:

The primary responsibilities of the Research Scientist/Associate will be to establish and characterize conventional and innovative immuno-oncology and oncology animal models in our new Boston site. In addition, the incumbent will assist and perform *ex vivo* and *in vitro* cellular and/or biochemical assays to support model characterization.

#### Job Responsibility:

- This hands-on position requires strong scientific training and laboratory skills in the immunology, immuno-oncology, and oncology.
- The incumbent will establish, characterize, and interpret immuno-oncology and oncology mouse models that include syngeneic, xenograft, genetically engineered mouse models, and human immune cell- and hematopoietic progenitor cell-engrafted murine models for pharmacological and pharmacodynamics studies.
- The incumbent is expected to work independently to perform and troubleshoot *in vivo* studies, and responsible for data collection, analysis, interpretation, and reporting. He/she will also work collaboratively with scientists throughout the company to introduce and apply the most effective and efficient technologies and techniques to quickly expand our model portfolio. Literature research, academic collaborations, and innovative thinking are additional key components of such effort.
- The incumbent will also collaborate and support *ex vivo* and *in vitro* investigations of such animal models using cellular and biochemical methodologies.
- The incumbent is expected to effectively communicate and present study results both at internal team and departmental meetings and to external scientific communities.

#### Required skills and Experience:

- BA/BS with over 5 years, M.S. with over 3 years, or Ph.D. graduate with 0-3 years' academic or industry experience in immunology, immuno-oncology or oncology.
- Extensive relevant research experience using animal models as evidenced in publications is required. Experience with immuno-oncology models such as PBMC and CD34+ hematopoietic cell-engrafted immunodeficient mice is highly desirable. Experience with xenograft and/or PDX oncology models is very desirable.
- Expertise in handling small animals, drug administration, blood and tissue collections.
- Prior experience and knowledge in pharmacology and PK/PD is highly desirable.
- Expertise with primary immune or cancer cell preparation from blood or tissues is strongly preferred.
- Expertise in flow cytometry analysis, tissue culture, cellular and biochemical assays using primary and cultured cells, technologies in protein and RNA expression analysis is desired.
- Strong organizational skills and attention to details. Maintain research data and records with highest integrity.
- Collaborative team player. Be flexible and prioritize tasks based on team and company goals. Ability to multitask in fast-paced environment.
- Communicate effectively at all levels, within teams and with internal and external collaborators.

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### **19B3-Q2 Research scientist and associate for in vitro studies (Boston)**

#### Position Summary:

The primary responsibilities of the Research Scientist/Associate will be to develop and perform in vitro and ex vivo cellular and/or biochemical assays and expand company's assay capabilities in immunology, immuno-oncology and oncology. In addition, the incumbent will assist and support in vivo pharmacological studies using animal models, including establishing and characterizing existing and new animal models.

#### Job Responsibility:

- This hands-on position requires strong scientific training and laboratory skills in the immunology, immuno-oncology and oncology, as well as expertise in and dedication to innovative assay development and implementation.

- The incumbent is expected to independently develop, perform, interpret, and troubleshoot a broad range of in vitro assays including immune cell profiling in blood and tissues, functional assays using primary cells such as T cells, NK cells and macrophages, cytokine profiling, as well as cytotoxicity/apoptosis assays using primary and/or cultured cells.
- He/she will innovate and expand our assay portfolio by identifying, evaluating, and implementing new assay technologies through literature research, academic collaborations, and adaptation from other groups within the company.
- He/she is also expected to effectively present both internally at team and departmental meetings and externally to collaborators and scientific communities.

#### Required skills and Experience:

- BA/BS with over 5 years, M.S. with over 3 years, or Ph.D. graduate with 0-3 years' academic or industry experience in immunology, immuno-oncology or oncology.
- Extensive experience in cell biology, biochemistry, and/or molecular biology. This includes broad tissue culture expertise, biochemical assay technologies, and protein and RNA expression analysis.
- Expertise in flow cytometry (FACS) analysis of cell surface expression in cultured cells and isolated human or rodent primary cells.
- Experience in quantitative determination of cytokine levels using biochemical and molecular techniques including but not limited to ELISA, Western, and qPCR. Experience with multiplexed technologies is a plus.
- Experience in isolating, culturing, and functionally characterizing subsets of immune cells from human or rodent blood and tissues is strongly desired.
- Experience in cell-based immunological assays, such as T cell activation, T cell and NK cell-mediated toxicity, macrophage phagocytosis, and immune cell differentiation, is preferred.
- Experience with cell proliferation and killing assays, using a variety plate-reader-based and/or flow-based methodologies is preferred. Other preferred cellular skills include fluorescence microscopy, 3D cell culture, and primary tumor cell culture and characterization.
- Experience with small animal handling, drug administration, blood withdrawals, tissue collection, primary cell preparation is preferred.
- Innovative and independent in experimental design, execution, and troubleshooting.
- Collaborative team player. Be flexible and prioritize tasks based on team and company goals.
- Communicate effectively at all levels, within teams, with internal and external collaborators. Strong organizational skills. Maintain research data and records with highest integrity. Ability to multitask in fast-paced environment.

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### **19B4-Q2 Animal Care Technician (Boston)**

#### Position Summary:

The Animal Care Technician's primary responsibility is to provide basic husbandry, handling, restraint and health surveillance of laboratory animals in compliance with local regulatory requirements. This individual will also provide record keeping of laboratory animals, their environments, and provide basic technical assistance (i.e., restraint, injections, bleeds) to other technicians and researchers as necessary.

#### Job Responsibility:

- Perform routine animal husbandry and welfare duties as directed.
- Supply appropriate food and water for animals housed in the vivarium.
- Clean and provide animal housing and associated materials/equipment within animal rooms, involving routine cage changes.
- Observe and report status of animal health, food and water consumption, appearance, behavior.
- Provide support in animal health monitoring and basic veterinary medical treatment as prescribed by the Manager of Animal Facilities and perform euthanasia if necessary.
- Observe and record vivarium environmental conditions.
- Perform sanitation duties of animal rooms and vivarium areas.
- Maintain and perform housekeeping of facility support areas.
- Support autoclave, equipment operations and maintenance.
- Adhere to Biocytogen Boston Corp Animal Facility and Laboratory safety policies, SOPs and guidelines while demonstrating competency in facility safety protocols.
- Support research by providing basic technical services to research investigators if required.
- Establish and maintain appropriate and quality communication, teamwork, collaboration, and cooperation.

#### Required skills and Experience:

- Educational Background: High school degree or GED required; Associates or BS/BA in related field or AALAS certification at the ALAT level, preferred but not required.
- Work Experience: Experience working in a laboratory animal setting is preferred but not required.

- Basic computer knowledge such as email, online forms, web-based training and other basic programs.
- Physical Requirements: Ability to perform repetitive physical activities such as: pushing and pulling racks of caging, lifting bags of feed and bedding, reaching, stooping and bending.
- Job Type: Full-time

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### **19C5-Q2 Director of Business Development (Boston)**

#### Position Summary:

The Director of Business Development (BD) will take the lead role at the level of strategic and new business opportunities and programs. The major focus will be on immune checkpoint humanized mouse models, immune deficient mouse models, other diseases models, and on preclinical studies. Gene editing services and therapeutic antibody development will be also covered to a certain degree.

#### Job Responsibilities:

- Overall management of BD activities
- Develop and implement strategic plans to achieve corporate Business Development goals in assigned markets
- Develop and maintain key business relationships across multiple stakeholders, both internally and externally
- Provide market feedback to the company leadership regarding competitive offerings, prospect needs and generate product development ideas
- Develop and implement monthly, seasonal, and annual strategies; evaluate results
- Provide direction, guidance, training and support to the business development team, identify team strengths and weaknesses and implement measures to improve performance
- Master the progress and trend of related preclinical research and provide insight/support to Biocytogen's internal study groups

#### Required skills and Experience:

- Ph.D./M.D. in the biological and biomedical fields
- 5+ years of relevant work experience in pharmaceutical, biotech, or CRO
- Ability to manage a team with different levels of experience
- Strong knowledge of immunology and oncology, market needs, and business models

- The ability to make the connection between market needs and current and potential product offerings
- Experience managing a sales pipeline and familiarity with typical sales tactics
- Excellent writing, presentation, and verbal communication skills
- Ability to prioritize multiple tasks, work proactively, demonstrate good judgment and decision-making skills
- Willingness to undertake tasks at all levels when necessary
- Strong record of revenue achievement is a plus

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### **19C1-Q2 Business Development Manager (Multiple Locations in the US)**

#### Position Summary:

The Business Development (BD) Manager will focus on mouse model licensing/sales, preclinical studies, and also takes care of some gene-editing services to achieve the business development goals in assigned territory. She/he also works with the team on the development of strategic and new business opportunities and programs

#### Job Responsibilities:

- In charge of the business development in the assigned territory and achieve sales goals
- Actively reach out to prospective customers, build and manage the database of leads with different priorities
- Explore business opportunities, manage negotiations and secure contracts
- Give presentations on Biocytogen's services and products to prospective clients
- Participate in marketing/sales events, including trade shows, vendor shows, symposia and other professional gatherings
- Efficiently and professionally answer inquiries about Biocytogen's services and products
- Provide antibody *in vivo* efficacy and gene targeting service quoting guidelines to the leadership team based on market evaluation and competition
- Provide feedback to the company's leadership regarding competitive offerings, prospect needs and business development ideas
- Support our marketing team to develop the Biocytogen brand and building increasing awareness in the market place

#### Required skills and Experience:



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- Ph.D./M.D. in the biomedical field or Master's degree with 2+ years of pharmaceutical or CRO work experience
- Exceptional sales skills, ability to establish and maintain strong, trusting customer relationships
- Strong verbal and written communication skills
- Familiarity with gene targeting, *in vivo* efficacy studies and *in vitro* assays is a big plus
- Strong knowledge of market needs and optimal business models
- Ability to make connections between market needs with current and potential product offerings
- Familiarity with typical sales tactics
- Proven record of revenue generation is a plus
- Willingness to undertake tasks at all levels when necessary

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### **19C2-Q2 Gene Editing Specialist/Sales Manager (Multiple Locations in the US)**

#### Position Summary:

The Gene Editing Specialist/Sales Manager will mainly be responsible for gene-targeting sales in the assigned territory to achieve business goals and for working with the team to develop strategic and new business opportunities and programs.

#### Job Responsibilities:

- Achieve corporate sales goals in the assigned territory
- Actively reach out to prospective customers, explore business opportunities, manage negotiations and secure contracts
- Clearly communicate gene targeting principles and services to potential customers
- Visit laboratories, attend trade shows, give presentations on Biocytogen's technology, services and products to small or large groups
- Organize marketing/sales events, including trade shows, vendor shows, symposiums and other professional gatherings
- Provide feedback to the company leadership regarding competitive offerings, prospect needs and generate product development ideas
- Support our marketing team to develop the Biocytogen brand and building awareness in the market place

#### Required skills and Experience:

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- Ph.D. or Master's degree in biological sciences or a related field
- Strong interest in sales with a strong motivation to learn advances in biotechnology
- Excellent written and oral communication skills
- Willingness to travel (including lab visiting and trade shows)
- Experience working in the gene-targeting field and in the preliminary design of gene editing projects is a plus
- Proven record of revenue generation is a plus

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### **19C3-Q2 Business Development Associate (Boston)**

#### Position Summary:

The Business Development (BD) Associate will work closely with BD Managers to ensure the smooth operation of the business team.

#### Job Responsibilities:

- Tracking and managing BD/sales activities with assigned Operation Units and/or assigned clients, maintaining accurate BD/sales activity records
- Assisting the BD/Sales Team in closing new business accounts by issuing quotations, account follow-up and quotation activities, obtaining purchase orders
- Marketing/Sales data collection from multiple sources including websites and conference pamphlets
- Work with the shipping department or independently accomplishing shipping tasks
- Creates, edits and updates spreadsheets as requested
- Work with the accounting department to ensure that all invoices are delivered and to reconcile payment collections
- Scans, faxes and/or emails documents as directed

#### Required skills and Experience:

- Master's or bachelor's degree
- Proficient in Microsoft Office (Word, Excel, PowerPoint) required
- Good written and oral communication skills
- Proficiency in Chinese language is a plus
- Background in life science is a plus

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**19G1-Q2 Marketing Manager (Boston)**

## Position Summary:

The Marketing manager will lead the marketing team to perform daily operations and to design/execute marketing strategies. The business scope covers animal/cell models, gene editing services, and preclinical studies.

## Job Responsibilities:

- Lead and manage the marketing team efficiently and professionally to achieve marketing goals by providing the team with appropriate tools, materials, and presentations
- Develop marketing and branding strategies for new and existing mouse models and preclinical services
- Implement marketing strategies using campaigns, events, digital marketing and public relations activities
- Lead the effort to evaluate returns on marketing approaches
- Lead the effort on constructing and updating the company's digital platforms: website, LinkedIn, newsletters, email campaigns
- Manage and attend trade shows to support major sales and business development events
- Coordinate tasks with other Biocytogen teams (e.g. sales/BD, Technology, R&D)
- Maintain and update various business-related databases
- Complete other business related tasks as assigned

## Requirements:

- Ph.D. in the biomedical field or Master's degree in a related field with 2+ years of pharmaceutical or CRO work experience
- Have a solid understanding of genetics, immunology, and oncology
- Excellent scientific writing and presentation skills
- Have direct marketing/business experience through either extracurricular activities or work experience
- Have good people skills and work well in a team setting
- Willingness to travel
- Business certificate or MBA degree is a plus
- Proficiency in Chinese is a plus

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## **19G2-Q2 Marketing Associate (Boston)**

### Position Summary:

The Marketing Associate will work with the Marketing team to achieve the company's marketing goals. This person will be extensively involved in daily operations and participate in marketing strategies and designs.

### Job Responsibilities:

- Prepare promotional and advertisement materials for marketing and brand building
- Collect and organize marketing and sales data
- Attend trade shows and other marketing/sales events
- Support website, social media, and online business promotions; manage online marketing vendors
- Organize and manage a calendar of marketing events including conferences, seminars, and vendor shows
- Conduct basic marketing analysis
- Other marketing-related tasks as assigned

### Requirements:

- Master's or Bachelor's degree in biological sciences or in marketing-related fields
- Good written and oral communication skills
- Willingness to travel
- Strong interest in marketing and willingness to learn the technologies, services and products at Biocytogen
- Experience in data analysis is a plus
- Knowledge of media design is a plus
- Proficiency in Chinese is a plus

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## **19D1-Q2 Gene Editing Project Manager (Boston)**

### Position Summary:

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We are seeking a talented molecular and cell biologist to lead on project design and management for our gene editing/targeting services. The candidate will support our genetically modified rodent and cell production team, and will correspond with our clients in industry and academia

### Job Responsibilities:

- Design CRISPR/Cas9-based gene editing and ES cell homologous recombination-based gene targeting strategies for genetically modified rodent and cell production
- Manage client's projects by sending out progress reports (from project design to product delivery) and by providing post sales technical support.
- Assess off-target risk of gene editing in mice, particularly structural variants including chromosomal rearrangements and mutations in engineered mice
- Participate in the design, development and implementation of new cutting-edge gene editing technology development
- Develop cell-based assays for the optimization and validation of gene editing tools
- Effectively collaborate with a fully integrated team to facilitate the success of projects

### Required skills and Experience:

- Ph.D. degree in biological sciences, cellular & molecular biology or molecular genetics is preferred
- Ability to work independently and successfully in a matrix environment, prioritize and manage multiple tasks simultaneously by balancing competing priorities effectively
- Knowledge of molecular and cellular biology techniques (qPCR, ddPCR, NGS library prep, Western blotting, RNAi, mammalian cell culture)
- Excellent written and oral communication skills
- Ability to quickly learn new concepts and new technologies and to design gene targeting constructs for multi-disciplinary projects
- Gene editing work experience is a plus

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**19E1-Q2 Director/Senior Director for Antibody Discovery (Boston)**

**19F1-Q2 Director/Associate Director for Antibody Discovery (Beijing)**

### Position Summary:

This position will guide efforts in the generation of antibody lead candidates derived from antibody discovery and antibody engineering/optimization platforms for the development of novel therapeutics. The Director/Senior of Antibody Generation & Engineering will manage a team of scientists to support therapeutic antibody discovery programs which focus on immuno-

oncology and autoimmune diseases. This position requires expertise in antibody generation, screening, engineering and optimization, hybridoma and phage/mammalian display platform technologies, and drugability assessment for lead candidates.

#### Job Responsibilities:

- Provide strong leadership to a group of 4-5 scientists (PhD and non-PhD) committed to generating therapeutic antibody candidates for treating cancer or autoimmune diseases
- Lead antibody discovery and engineering activities including implementing the best strategies to generate, screen and optimize antibody candidates with good *in vivo* efficacy and manufacturability
- Responsible for identifying and implementing new antibody engineering technologies.
- Work closely with antibody discovery teams as well as scientists in other teams to support antibody discovery, preclinical, and translational efforts and to ensure that project timelines and goals are met
- Collaborate with other groups to abstract key results and provide regular project status updates to the management team.
- Evaluate technology platforms and antibody discovery companies for potential partnering or licensing opportunities

#### Required skills and Experience:

- PhD in Molecular Biology, Protein Engineering, immunology or related field
- 8+ yrs industry experience in antibody generation and engineering with expertise in antibody drug discovery and optimization including through use of antibody affinity maturation display technology
- Experience with antibody technology platforms including hybridoma, genetically modified (humanized) mouse models, and display platforms
- Proven track record of leading, coaching and developing high functioning teams to identify, screen and engineer novel therapeutic antibodies from discovery to IND

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### **19F2-Q2 Scientist/Sr. Scientist for Antibody Discovery (Beijing)**

#### Position Summary:

Candidates are expected to join the efforts in the generation of antibody lead candidates derived from antibody discovery and antibody engineering/optimization platforms for the development of novel therapeutics. They will focus on the development of therapeutic antibodies for cancer

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and autoimmune diseases. This position requires expertise in antibody generation, screening, engineering and optimization, hybridoma and phage/mammalian display platform technologies, and drugability assessment for lead candidates.

### Job Responsibilities:

- Generate, screen, and optimize therapeutic antibody candidates for cancer or autoimmune disease treatment
- Work closely with the leadership team to identify and implement new antibody engineering technologies
- Work closely with antibody discovery teams as well as scientists in other teams to support antibody discovery, preclinical, and translational efforts and to ensure that project timelines and goals are met
- Collaborate with other groups to abstract key results and provide regular project status updates to the management team.

### Required skills and Experience:

- PhD in cell/molecular biology, pharmacology or genetics with 3-5 years industry experience in oncology drug discovery/translational research
- Strong background in Cancer Biology and immunology
- Strong background in bispecific antibody engineering, biochemical analysis of proteins, protein design and engineering.
- Experience with state of the art molecular biology methods and assays essential to drive drug discovery projects
- Experience using *in vivo* oncology models for drug discovery and translational research
- Proven track record of striving for high level innovation and scientific excellence
- Excellent management, training and education skills
- Excellent interpersonal skills with a proven record of empowering world class science and energizing teams
- Ability to adapt to rapidly changing priorities and deadlines
- Ability to work in a team-based environment
- Excellent oral and written communication skills

Location: Biocytogen Boston Corp. in Wakefield, MA

Beijing Biocytogen Co.,Ltd in Daxing, Beijing

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