



## Project Management Office

### Project Manager (m/w/d)

We are offering a position in the medical device sector with ambitious and passionate people building meaningful products for patients all over the world. Our work environment is dynamic and allows for collaboration with smart people and knowledge sharing in cross functional teams. As a fast-growing organization, we provide ample room for development and our remote work policy allows for more flexibility for our employees.

As a **Project Manager**, reporting to PMO manager within the **Occlutech Project Management Office**, you will play a key role in planning, executing, and delivering strategic projects across the organization.

### Your work will focus on

- Lead and manage strategic projects (e.g., operational improvements, product development, digitalization) from initiation through closure, ensuring delivery on scope, schedule, budget, and quality.
- Collaborate with R&D, Quality, Regulatory, Operations, and other stakeholders to define project goals, timelines, and resource needs.
- Develop and maintain detailed project documentation including project management plans, timelines, risk registers, and status reports.
- Monitor and track project progress, identify and address potential issues and bottlenecks, and communicate project updates to stakeholders.
- Prepare and present project updates to senior leadership and Project Steering Committee.
- Facilitate effective communication within project teams, promoting transparency, alignment, and problem-solving.
- Actively contribute to the continuous improvement of PMO tools, templates, and processes.

- Support portfolio-level activities such as project prioritization, resource planning, and reporting.
- Develop and maintain comprehensive project plans, including work breakdown structures, schedules, and risk mitigation strategies.
- Foster effective communication and collaboration among team members, ensuring alignment and clarity on project objectives and priorities.

#### We are looking for a candidate, who

- Excellent interpersonal, communication, and organizational skills.
- Team contributor.
- Strategic agility and business acumen with a solid results orientation.
- +5 years of work experience (knowledge of the medical industry preferred).
- Fluency in English, both spoken and written.
- Previous experience in New Product Introduction and/or Operational projects.
- PMP or other relevant project management certification is desired.
- Experience in working within a PMO structure is a strong plus.
- Proficiency in project management tools.

If you are a motivated and experienced Project Manager looking to make a difference, we would love to hear from you. Apply now to join our dynamic team at Occlutech!"

#### About Occlutech

Occlutech is a leading specialist provider of minimally invasive cardiac devices, with a mission to improve the quality of life for people with heart conditions. The vision is to become a global leading specialist provider in cardiac devices, addressing congenital heart defects, stroke prevention, and heart failure. Occlutech has a broad and proven portfolio, based on proprietary technology, and over 200 patents with more than 210,000 products sold. The company markets and sells its products in over 80 countries and has around 300 employees.

Registered in Switzerland, Occlutech has manufacturing and R&D facilities in Germany and Türkiye, a global finance and distribution hub located in Helsingborg, Sweden, as well as clinical operations in Minneapolis, U.S.

#### Contact

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