



MaxWell Biosystems empowers scientists in pharma, biotech, and academia to gain deep insights into neural function through high-resolution electrophysiology platforms. Our solutions combine advanced hardware, intuitive software, and data analysis tools to support impactful research.

Commercial Operations Project Manager (100%)

We are a fast-growing technology scaleup, and we are looking for a highly organized and proactive individual to join MaxWell Biosystems as a **Commercial Operations Project Manager**. This role will play a pivotal part in enabling our global commercial organization by owning sales systems, driving operational excellence, and supporting strategic execution. You will work cross-functionally with sales, account management, and support teams to scale processes, systems, and insights that drive commercial success. The ideal candidate for this role has a strong track record in sales or business operations in a life sciences or technology environment with a drive towards productivity and excellence.

Your Responsibilities

- Administer and continuously improve MaxWell Biosystems' sales systems, including the CRM (e.g. HubSpot), automation workflows, and reporting tools.
- Drive CRM adoption and training across the global sales and customer-facing teams ensuring high adoption and consistent usage across regions.
- Develop, implement, and maintain sales dashboards and performance reports to support data-driven decision making, collaborating closely with the Regional Heads and the Commercial Excellence Team Lead.
- Map and optimize end-to-end processes across sales, account management, and support to improve efficiency and scalability.
- Establish and enforce best practices in pipeline management, forecasting, and CRM data hygiene.
- Enable the commercial team with playbooks, documentation, and toolkits that promote consistent execution.
- Monitor and report on sales KPIs, highlighting trends, improvement areas, risks and opportunities.
- Support Regional Heads and Commercial Excellence Team Lead to identify and implement impactful improvements of sales strategies and methodologies.

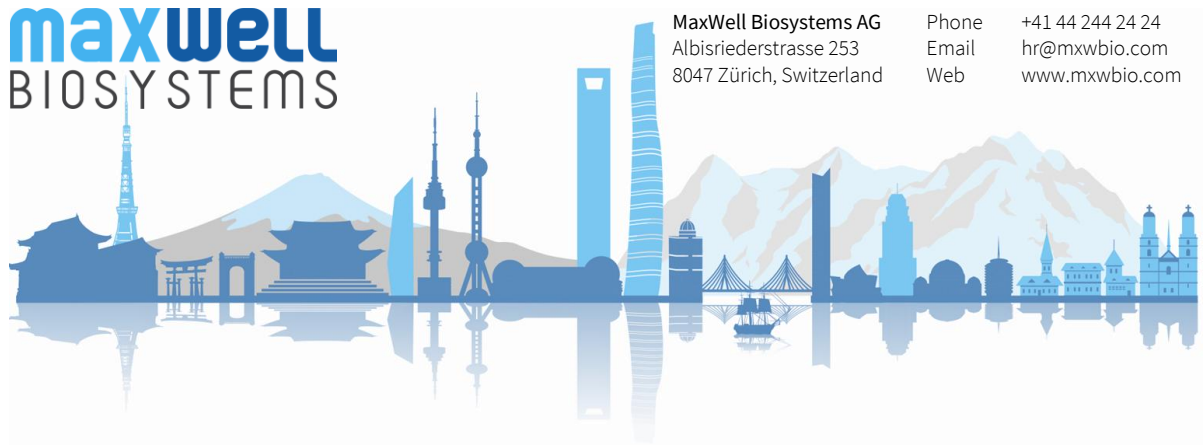
You Profile

- BA/BS degree; 5+ years of experience in sales operations, commercial excellence, or business operations, ideally in a life sciences or technology environment.
- Strong experience with CRM systems (e.g., HubSpot), reporting tools, and automation workflows.
- Excellent project management, communication, and cross-functional collaboration skills.
- Strategic thinker with a hands-on approach and high attention to detail.
- Fluent in English; other languages an asset.
- Dynamic, empathic, and proactive person; enthusiastic about our mission to innovate the future of electrophysiology.

What we offer you

Centrally located workplace, flexible working hours model incl. home office as well as training and further education opportunities.

A collegial and dynamic working environment with a flat hierarchical structure, including regular team events.



Are you motivated, and committed to delivering first-rate performance? Do you enjoy working in an international, multidisciplinary, and interactive team?

Then, our Senior Key Account Manager, Dr. Laura D'Ignazio, looks forward to receiving your application documents (cover letter, resume, letter of recommendation and degrees including transcripts) by email at hr@mxwbio.com.