



# Project Manager / Planner

## Position profile:

As a key member of ridinilazole project team the incumbent will develop in-depth knowledge about the overall program in order to work with the Project Manager (PM) and other senior project team members to maintain detailed project plans, monitor and track expenditure against budgets and support resource management, against agreed strategic objectives for the project.

The candidate must display good communication and interpersonal skills, be the right hand to the PM to manage the program activities.

## Responsibilities:

- Provides additional support to the PM and supports project oversight
- Understands Project Management concepts and tools, and how to create successful projects.
- Assists with project's execution and controls.
- Assists in the development/management of project plan/schedules, budgets and resources
- Contributes to project initiation, scope definition and scope control.
- Plans, organizes, supports, and reviews status of project meetings
- Drafts meeting agendas and meeting minutes.
- Generates and maintains mechanisms for tracking project status and processes.
- Supports project team to successful project completion.
- Implements project administrative tasks according to requirements
- Ensures that all the daily, weekly and monthly support activities, schedules and deliverables are completed in a timely manner
- File all project documents (hard and soft copies)

## Candidate specification

- Ideally educated to degree level in a scientific discipline
- Past experience in pharma/biotech environments is preferred although candidates from other industries (e.g. defence, aerospace) would be considered
- 1-2+ years of experience in project management. Good project management experience to enable precise execution. Knowledge of Earned Value management systems would be highly desired, although not essential
- A fundamental understanding of drug development processes and strategies would be advantageous.
- Proactive and agile to work in a fast paced environment.
- Candidates should be able to demonstrate ability to work collaboratively with cross-functional team members.
- Good written/verbal communication and interpersonal skills. Strong financial acumen to work closely with PM to manage program budgets and resources
- Experience at working both independently and in a team-oriented environment with minimal supervision.
- Demonstrated ability to effectively prioritise, multitask and execute tasks in a fast paced environment is crucial.

Competent in use of Microsoft Office, Microsoft Project and PowerPoint