



## CMC Project Manager

**Reports to:** Director of Program Management

**Classification:** Exempt

**Summary:**

Work closely with the development project teams to create and monitor detailed project timelines and deliverables.

**Essential Functions and Job Responsibilities:**

- Work in partnership with Project/CMC Leader to ensure timely, efficient and effective meetings; ensure adequate progress on team activities; and document/track rationale behind key decisions
- Manage teams in partnership with the Project/CMC Leader to proactively identify risks, manage mitigations, and quickly resolve issues
- Facilitate meetings including setting clear agendas, documenting minutes, decisions, and action items
- Keep project team and management informed on progress to goals, as well as communicating issues and risks, proposing and implementing plans to resolve such issues and execute corrective actions
- Provide project management skills to add value to each cross-functional project by ensuring excellent communication and clear direction of objectives, milestones and timelines
- Complete other responsibilities as assigned

**Minimum Qualifications:**

- Bachelor's degree in life sciences or related field. Advanced degree preferred.
- Minimum 5 years' project management experience in pharmaceutical industry in a drug development environment (Late stage development / validation / launch experience preferred)
- Project, Program, or Portfolio management certification is preferred
- Knowledge of program management methodologies, concepts, techniques and tools is required
- Excellent written and oral communication skills
- Exceptional interpersonal and leadership skills to effectively communicate and build relationships at all levels in the organization
- Collaborate effectively with the study team, cross-functional team members, and external partners in a dynamic environment
- Demonstrated ability in logical thinking, attention to detail and accuracy, organizational skills, and problem-solving abilities
- Understanding of the pharmaceutical culture and the special requirements of completing projects within a regulated environment
- Strong proficiency with Windows: MS Office and specifically MS Project; ability to learn new programs as needed