



Project Management Associate

Reports to: Director of Program Management

Classification: Exempt

Summary:

Collaborate with the Director of Program Management to manage detailed project requirements, scope, timelines, resources and budgets.

Essential Functions and Job Responsibilities:

- Work in partnership with Director/Team to update multiple project plans and create corresponding status reports / dashboards / presentations
- Assist in building system to manage project finances linked to project timelines
- Assist in monitoring and tracking change control process for multiple projects
- Assist in facilitating meetings by setting clear agendas, capturing minutes, decisions, and action items
- Assist in maintaining cross-functional project communications of priorities, objectives, milestones and timelines
- 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
- Complete other responsibilities as assigned

Minimum Qualifications:

- Bachelor's degree in life sciences or related field preferred
- Minimum 2 years project management experience in pharmaceutical industry in a drug development environment preferred
- Strong proficiency with Windows: MS Office and specifically MS Project; ability to learn new programs as needed
- Knowledge of program management methodologies, concepts, techniques and tools is required.
- Excellent written and oral communication skills
- Demonstrated ability in logical thinking, attention to detail and accuracy, organizational skills, and problem-solving abilities
- Exceptional interpersonal and leadership skills to effectively communicate, collaborate and build relationships at all levels in the organization
- Project, Program, or Portfolio management certification is preferred