JOB DESCRIPTION

GLOBAL PROJECT MANAGEMENT

JOB SUMMARY: Builds effective customer relationships with all functional areas within Cliantha Research and provides updates and reports to internal and external project teams. Responsible for the project planning, coordination and tracking of all activities related to the project milestones.

BASIC SKILLS AND ABILITIES: Strong planning and organizational skills, ability to work independently and manage multiple priorities. Demonstrate ability to build and maintain effective relationships with all functional units across all Cliantha Research sites. Knowledge of basic regulatory guidelines for the conduct of BA/BE studies. Excellent customer service skills and ability to understand and apply knowledge from technical manuals required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Note: These statements reflect the general description of the position and are not intended to be an all inclusive list of tasks to which employee may be assigned

⇒ PROJECT RELATED ACTIVITIES:

- Responsible for creating, coordinating and maintaining the Master Study Schedule for all Cliantha sites.
- Working with all Head of Departments (HODs) of Cliantha Research on a regular basis to ensure the relevant project milestones are discussed and needs of Sponsor and functional areas are not compromised.
- Create, plan and monitor all project activities in PM database ensuring accuracy at all times.
- Responsible for identifying interdependencies for all projects and facilitate communication among functional areas where required.
- Understands time-sensitive nature of critical path project activities and notifies the relevant teams, and/or management of related issues.
- Works with management to establish project interim milestones and ensures projects are on schedule to ensure our report structure/compilation is communicated and assist where required, i.e. CS-BE , FDA tables
- Responsible for providing first level of support for all software problems reported regarding PM database and documenting problems and solutions as required.
- Solicit feedback from end users to ensure the database continues to meet the needs of the organization.
- Identify opportunities and recommend solutions that will enhance or improve current business processes.

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- Provide basic training to end users on PM database, including cross-functional training.
- Maintain and keep current on a monthly basis all analytical methods and bioequivalence studies completed.
- Attend teleconferences as scheduled for projects and ensure effective communication of project milestones/activities.
- Demonstrates the ability to make complex interpretation and application decisions within role capacity by utilizing protocol, Standard Operating Procedures (SOPs) and/or other tools deemed appropriate.
- Provide summary reports to management as may be requested.
- Participates in on-going educational activities to enhance own knowledge level as well as that of other team members.
- Performs other duties as requested or assigned by department management, and/or Executives, as training experience allows.

⇒ GENERAL DUTIES:

A. Ability to effectively coordinate a number of projects simultaneously and manage multiple priorities.

B. Ability to work well under pressure and work effectively in a constantly changing environment.

C. Ability to work as a member of a team and contribute to the success of the projects.

D. Recommends, develops and participates in the development or revision of internal procedures and standards with impact to department.

E. Recognizes issues and takes appropriate corrective actions, consulting with appropriate staff as required.

F. Fosters and maintains effective working relationships with all clients and functional units within Cliantha Research Ltd.

⇒ ADMINISTRATIVE DUTIES:

A. Conforms to training schedule for own position and maintains awareness of SOP content, according to company requirements.

B. Stays current with the ongoing changes in the pharmaceutical regulatory environment, i.e. FDA, GCPs, GLPs, etc.