



PORTFOLIO PROJECT MANAGER

ROLE DESCRIPTION:

- The role of a Portfolio Project Manager is to manage dedicated parts of the Portfolio Building according with strategic decision for transfer/launch product activity and /or alternative suppliers and optimization program.
- He/She assures that the plans and priorities are followed up so that company can deliver projects on time and within budget and to meet desired business objectives.
- Project Manager participates in the strategy preparation; coordinates activities within the site in a proactive manner; prepares back-up scenarios based on risk identification and analysis; escalates possible issues.
- He/She collaborates with all key internal & external stakeholders, ensures very good standard of the projects, quality of the products, safety and production at good financial cost.

KEY RESPONSABILITIES:

PROJECT PLANNING:

- Participates in the development of the project scope, its budget and desired objectives;
- Involves all relevant stakeholders, ensures technical feasibility and develops timelines for specific parts of the project;
- Develops a detailed project plan to track progress.

PROJECT MANAGEMENT:

- Ensure that all parts of the project are delivered on-time, within scope and within budget;
- Evaluate internal resources for the execution of projects;
- Use appropriate verification techniques to manage changes in project scope, schedule and costs;
- Perform risk management to minimize project risks.

PROJECT REPORTING:

- Measures project performance using appropriate systems, tools and techniques;
- Reports and escalates issues to management as needed;
- Creates and maintains comprehensive project documentation.



NETWORK MANAGEMENT:

- Manages the relationship with all internal stakeholders;
- Involves appropriate parties in the decision-making process.

REQUIREMENTS:

- Experience in Pharma Industry for minimum 5 years;
- Proven working experience in project management;
- Excellent client-facing and internal communication skills;
- Excellent written and verbal communication skills;
- Solid organizational skills including attention to detail and multitasking skills;
- Fluent communication in English, writing and speaking;
- Strong working knowledge of Microsoft Office;
- Project Management certification is a plus.

*Please send your CV or recommendations to cariereromania@zentiva.com
no later than **20 November 2020***

