



An SMC Ltd. Company

Job Description

Job Title: Junior Project Manager, full-time

Position job holder reports to: Director of Programme Management

Location: Unit 3, Enterprise 3930, or Unit 4, Enterprise 3940, Cambridge Research Park, Beach Drive, Waterbeach, Cambridge CB25 9PE

Job purpose

We are seeking a highly motivated Junior Project Manager to work within the programme management group. In this role, the Junior Project Manager will manage projects, ranging from the development of new manufacturing processes to modifications of device platforms to suit customer needs. Project teams are generally small, and this is an important role that works closely with operations staff, project teams and customers.

General responsibilities include leading small projects, assessing project risks and priorities, developing and executing project plans. In addition, the role includes elements of supporting department teams to plan and deliver work packages associated with customer programmes.

Our ideal candidate thrives in collaborative team environments, has strong management skills, is comfortable interacting with staff who have varying degrees of technical knowledge, has strong problem-solving skills with a drive to understand how things work.

Overview of Main Duties and Responsibilities

Key Responsibilities

- Manages departments projects that support customer programmes
- Manage Oval capability development projects including document management systems and the GMP readiness projects.
- Ensures that all projects are delivered on-time, within scope and within budget
- Plans and executes projects based on project scope and objectives
- Ensures resource availability and allocation
- Works with project teams to gather and analyse high level requirements
- Develops a detailed project plan and monitors progress.
- Measures project performance using appropriate systems, tools and techniques
- Reports and escalates to management as needed
- Manages the relationship with the project team and all stakeholders
- Performs risk management to minimize project risks
- Establishes and maintains relationships with third parties/vendors
- Creates and maintains project documentation

Personal characteristics

- High level analytical and organizational skills
- Attention to detail
- Excellent written and verbal communication skills
- Ability to deal tactfully and diplomatically with others
- Flexibility to handle multiple priorities, sometimes simultaneously, under deadline pressure
- Ability to work independently for long periods of time
- Willingness to travel

Experience/Skills needed to fulfil the role

- 3-5 years in a project planning / project management role
- Has pharmaceutical product development experience
- Working knowledge of Microsoft Office, Microsoft Project, or Project Online

Qualifications required

- Degree in a life science or engineering subject
- APM Qualification or PRINCE2 desirable

Interface with other departments/communication internal & external

- Liaise with all internal functions and personnel
- Interface with customers
- Manage external suppliers
- Present to appropriate business and technical audiences as necessary

Please submit applications to:

hr@ovalmedical.com