



ASSISTANT PROGRAM MANAGER

Under the general supervision of the Project Manager and leadership perform the following activities:

- Work directly with internal project teams and clients in planning one or more projects
- Coordinate and facilitate project meetings with the internal teams and clients to accomplish tasks
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Develop and maintain comprehensive project plans, documentation, and project risk register
- Gathers and compiles project information, coordinates activities of one or more projects
- Track project performance, specifically to analyze the successful completion of short and long-term goals and escalate project delays
- Resolves issues and ensures task completion by establishing priorities and reaching compromise and escalates issues appropriately
- Coordinate internal resources and third parties/vendors for the execution of projects
- Responsible for results in terms of on time delivery, costs, methods, and outcomes
- Maintain ongoing, consistent communication regarding updates on project status, timelines, and deliverables with internal teams and clients
- Develop spreadsheets, diagrams, and process maps to document needs
- Perform other related duties as assigned

EDUCATION and/or EXPERIENCE

- Bachelors or Associate's degree in a relevant field and/or 1-5 years of relevant project management experience in pharmaceutical, life sciences or medical device industries and be willing to learn the complexities of pharmaceutical projects

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