

Job Description

Department	Program Management
Position	AGM / Sr. Manager, Global Program Management
Reports to	Deputy General Manager, Global Program Management

Summary of Job

The main objective is to ensure that projects are delivered on time, within budget and are achieving the required benefits of customer satisfaction through quality, speed and timely communication within Sai Life Sciences and with customers. This role will report to Deputy General Manager, Global Program Management.

Key Responsibilities

Project Management

- Works with the BD and pre-sales team to complete proposal efforts including project scoping.
- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements (MSP and other tools).
- Conducts risk analysis and prepares risk response strategies where necessary.
- Coordinates with multidisciplinary activities to ensure that the project deliverables are met.
- Identifies resources needed and works with functional leads to assign individual responsibilities.
- Manages day-to-day operational aspects of a project and scope.
- Reviews deliverables prepared by team before passing to client.
- Effectively applies Sai Life project/program management methodology and enforces project standards.
- Conducts project review meetings with clients and prepares agenda, meeting minutes, and project summaries.
- Single point of contact for all project related communication to customers post project award.
- Ensures project documents are complete, current, and stored appropriately.
- Works with legal counsel to ensure that project legal documents are completed and signed.
- Manages day-to-day client interactions.
- Sets and manages client expectations.
- Develops good relationships with client personnel.
- Communicates effectively with clients to identify needs and evaluates alternative project delivery solutions as applicable (operational).
- Keeps track of lessons learned and shares those lessons with team members.

- Identifies team conflicts and works with senior management on timely resolutions.
- Presents project status to cross functional teams in project review meetings and drives decisions on key issues.

Project Accounting

- Tracks and reports team hours.
- Facilitates team and client meetings effectively.
- Holds regular status meetings with project team and judicious follow up of action item closures.
- Effectively communicates relevant project information to superiors.
- Delivers engaging, informative, well-organized presentations.
- Resolves and/or escalates project related issues in a timely fashion.
- Understands how to communicate difficult/sensitive information assertively.
- Manages project budget.
- Liaises with finance team/clients to ensure appropriate revenue recognition, and timely and accurate invoicing.
- Follows up with clients, when necessary, regarding unpaid invoices.

Qualification

BTech in Chemical Engineering or Master's in pharmaceutical sciences (Chemistry, Chemical Engineering, Analytical Chemistry or related discipline). PMP or equivalent certification or MBA desirable.

Experience

- A minimum of 6-10 years of relevant Project Management experience
- A minimum of 1-2 years of experience within a CMC Function or group with hands on experience in late phase drug substance development
- Possesses general understanding in the areas of drug discovery and development
- Proven project management skills
- Good written and verbal communication skills
- Attention to detail
- Strong knowledge of team dynamics, structure, roles and responsibilities
- Ability to respond quickly and effectively to changing environments
- Demonstrated ability to with senior management to influence project outcomes and key project decisions without authority.