

Job Description/Role Profile

Senior Project Manager

Job Title:	Senior Project Manager
Reporting To:	Senior Director Business Development & Planning

Job Purpose Statement

The Project Manager oversees the planning, implementation, and tracking of a multiple projects which have a beginning, an end and specified deliverables.

Main Accountabilities

- Plan, Organize, Implement and Control projects for Rx and OTC skin care products
- Organize project details in MS Project software and communicate plans effectively
- Define the scope of the project in collaboration with senior management
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project across all departments including R&D, Quality, Regulatory, and Supply Chain
- Determine the resources (time, money, equipment, etc.) required to complete the project
- Develop a schedule for project completion, review the project schedule with senior management and all other staff that will be affected by the project activities
- In consultation with the appropriate manager, interview, select staff or volunteers with appropriate skills for the project activities
- Create and develop new and unique ways to improve operations and efficiency of the project process
- Monitor the progress and make adjustments as necessary to ensure successful completion
- Monitor cash flow projections for project
- Ensure the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcome of the project as established during the planning phase

Job Related Qualification/Skills

- **Bachelor Degree in Business Management or related Science discipline required.**
- **Understanding of FDA Regulatory requirements for developing topical drug products**
- **Proficient in Microsoft Project and Microsoft Office products.**
- **Highly skilled in project management, certifications a plus.**
- **Work cooperatively and effectively with others to set goals, resolve problems, and make decisions**
- **Positively influence others to achieve results.**
- Communicate effectively, both verbally and in writing.
- Possess the ability and desire to prioritize workload, multi task, manage time effectively across multiple projects.

Working Conditions/Physical Requirements

- Project Managers usually work in an office environment but the purpose of the project may sometimes take them to non-standard workplaces.