CareerCross

# Senior Program Manager - Pharmaceuticals Company ~ 20M

**Hybrid work - Competitive Salary**

## 募集職種

**派遣会社**
ランスタッド株式会社　プロフェッショナル事業本部

**採用企業名**
One of the world's largest pharmaceuticals company

**求人ID**
1422942

**業種**
医薬品

**会社の種類**
大手企業 (300名を超える従業員数) - 外資系企業

**外国人の割合**
外国人 半数

**雇用形態**
契約

**勤務地**
東京都 23区

**給与**
1600万円 ~ 2000万円

**更新日**
2024年05月25日 04:00

## 応募必要条件

**職務経験**
10年以上

**キャリアレベル**
中途経験者レベル

**英語レベル**
流暢 (英語使用比率: 75%程度)

**日本語レベル**
流暢

**最終学歴**
大学卒： 学士号

**現在のビザ**
日本での就労許可が必要です

## 募集要項

Planning:

- Compile individual project plan to develop program roadmap
- Maintain and update overall program roadmap
- Identify projects issues / risks / interdependency across projects and monitor based on development

- Update program team structure with relevant key stakeholders (where required)
- Handle global touch points for global initiatives (where required)
- Initiate way forward planning with prioritized business / system issues /constraint in capacity

Delivery:

- Run weekly tracking cadence with Project Managers
- Track and monitor progress of individual projects
- Escalate risks and issues to relevant stakeholders with proposed resolutions/ actions
- Provide updates to program key stakeholders regularly
- Conduct monthly Steering Committee (“SC”) meeting
- Prepare for SC meeting agenda and decks
- Coordinate program level meetings and document key actions and decisions
- Facilitate meetings to achieve expected outcome
- Follow up on key action items
- Develop other key program documents, as required
- Provide resolution/ intervention at project level (if required) to help remove barriers
- Assist in budget tracking by liaising with individual project managers to compile the cost incurred and share with finance team

## スキル・資格

• Act as central point of contact for vendor providing this service.
• Assist CPL with Interactions with CRO and site staff to adhere to study budgets.
• Requests accruals, and performs contract and invoice review.
• Participate in operation meetings with CRO, and cross-functional team members; document escalations and actions.
• Coordinate study team training in the investigator portal; monitor site/CRA user access and track compliance during the study.
• Coordinate with CPL and cross-functional team to assemble study documents as appendices for CSR at study close-out.
• Upon site closure, prepares subject files, inventories documents, reconciles document discrepancies, and organizes study files for electronic archive and off-site storage.
• SME for initiatives in conjunction with the CoE, as required to ensure consistent implementation

## 会社説明

One of the largest pharmaceuticals company in the world