

Job Title: Pharmaceutical Product Development Project Manager.

Job Description:

RESPONSIBILITIES:

- Schedules meetings, interfaces with attendees and arranges for needed resources, maintains calendar, develops project update reports, takes meeting minutes, manages action item logs and associated follow up with project team members; support project leader to ensure projects are completed on time
- Provide effective communication and coordination with cross-functional teams and proactively updates stakeholders on progress and issues
- Strong interpersonal skills with ability to collaborate and work effectively with individuals, strengthening relationships to achieve best possible solutions
- Ability to communicate complex situations clearly and simply by listening actively and conveying difficult messages in a positive manner
- Ensures that all work is completed with a high level of attention to detail and accuracy

REQUIREMENTS:

- Requires a minimum of a BA/BS degree with 2-3 years of project coordination experience
- Knowledge of the biotech/pharmaceutical industry and regulatory practices preferred
- Ability to manage multiple projects simultaneously with strong attention to detail and organizational skills
- Excellent verbal and written communication skills
- Proficient in MS Word, Excel, Power Point, and Outlook; MS Project and SharePoint experience a plus
- Ability to take initiative, think proactively, and problem solve
- Exceptional professionalism and ability to handle confidential materials
- CMC and/or Technology Transfer experience preferred

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