

## **Stellenbezeichnung: Associate Project Manager 100%, f/m/d (scientific background required)**

We are currently looking for an Associate Project Manager (f/m/d), who fits well to our highly motivated and dynamic PM team. We are seeking for someone who supports us, complements our team capabilities and provides additional input.

### **Your tasks:**

- Project Management support e.g. meeting preparation and documentation, cost and action tracking
- Assume responsibility for small customer-related projects or modules ("project within project")
- Collaboration with our Business Development units to align with customer needs and order processing
- Participation in internal projects such as operational excellence, portfolio management
- Administrative tasks to support PM department, including communication, reporting and planning
- Independent creation of PM tools, templates and process charts

### **Your profile:**

- Bachelor's or Master's degree in a scientific or technology-orientated field
- Project management expertise, ideally with a certificate. First experience with agile methods
- Knowledge in pharmaceutical value creation processes in the areas of R&D, production and/or QA
- Strong analytical skills combined with excellent communication skills
- Excellent language skills in English; German is a plus
- Proven ability for collaborative and result-oriented team-work
- Sound knowledge of MS Office, ideally combined with MS Project, Salesforce, SAP know-how

### **Our offer:**

We offer an exciting and challenging job in a dynamic and growing environment which guarantees diversity and personal advancement. If this information draws your attention and if you enjoy working and communicating across disciplines, we look forward to receiving your complete dossier via our application portal.