



Role – Project Assistant

Reporting to; Nadia Arrago

Location; Harefield – UK

Tenure; Part-time Fixed term Contract

MAIN PURPOSE:

Assist the project manager of the European Falsified Medicine directive (EU FMD) compliance project also known as European serialisation project.

KEY RESPONSIBILITIES & ACCOUNTABILITIES:

- To provide administrative support to the project manager which will cover project monitoring and control, communication
- See tasks for more details

MAIN TASKS

- Manage the update of the SharePoint and ensure the documentation is up to date across the SharePoint
- Administering the approval of project documentation
- Monitor project progress and update Gantt chart further to progress review with all work package leaders and key team members
- Placement of orders on the E1 purchase order system
- Help maintain cost and invoice record
- Provide support to the financial forecast process
- Write the minutes of the meetings when required
- Support for the Change Request process
- Update of the portfolio management card
- Help generating regular communication

RELATIONSHIPS:

This role will report to the EU FMD project leader and also provide support to the following work package leaders and coordinator:

- Technical coordinator
- Validation coordinator
- Regulatory affairs coordinator
- Site coordinator (Hengood, Dreux, External Network)

SKILLS & KNOWLEDGE

English speaker
French would be appreciated
Project management processes knowledge
SharePoint knowledge
MS project skills

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