B & S GROUP
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JOB DESCRIPTION

ROLE: Asst. Manager/Manager – Project Management
SALARY AND BENEFITS: Negotiable
REPORTS TO: Head of Regulatory Affairs
LOCATION: Vadodara

PRIMARY RESPONSIBILITIES:

- The personnel will be responsible for business forecasting, new project selection, monitoring developmental activities, R&D Budgeting, commercial launch planning and co-ordination with all the stake holders for successful submission and product launch.
- The personnel will be responsible planning, executing, and finalizing projects within triple constraints of delivering on time, within budget and scope objectives including acquiring resources and coordinating efforts of team members in order to deliver projects according to plan.
- Pioneered innovative team building and cross functional project management techniques to expedite workflow, simplify processes, and reduce operating costs.

SECONDARY RESPONSIBILITIES:

- Setting project goals and ssuccessfully scaling up the drug from strategic plans to market introduction.
- New project selection, Portfolio management, Project Coordination, Regulatory submission strategies and subsequent technical evaluation meeting.
- Cost feasibility analysis, reducing overheads, increasing productivity / efficiency of staff, optimizing the use of organizational resources and establishing measures of success.
- Incorporating quality principles, overcoming technical challenges, planning / executing project evaluation and ensuring fast time to market.
- Managing communications, follow-ups and coordination with stake holders and external vendors.
- Providing senior management insight into "what is happening" and "where things are going" within their organization.
- New product selection & developmental activities like market analysis, business forecasting, feasibility evaluation, R&D Budgeting, Product development cycle at R&D and Launch plan preparation and co-ordination of developmental activities with formulation/clinical/regulatory teams.
- New project initiation activities, Project Coordination, Regulatory submission strategies and subsequent technical evaluation meeting.
- Defining milestone wise project timelines (i.e. Project master schedule) as per organization’s goal.
- Identify the project specific bottle-neck & highlighting the same to management to decide timely forward strategy.
- Preparation and management of Yearly Budget and Filing/Launch plan towards achievement of Organization’s goal.
- Ad hoc projects when required.
- Any other duties as required.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:

- Previous experience in a similar role is required.
- Clear communication skills both written and verbal.
- Can demonstrate excellent analytical skills.
- Ability to demonstrate openness to change.
- High attention to detail.
- A conscientious and innovative individual who shows attention to detail.
- Possess good working knowledge of Microsoft Office.
- Ability to keep up-to date with pharmaceutical trends and developments within the industry.