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## R&D Project Coordinator

### Role

The role is responsible for the coordination and follow-up of R&D's Product Development projects, formulation and analytical-wise, from project initiation to closure. Key areas of involvement include definition of scope, setting up and keeping track of the project development plan, facilitating communications between internal and external stakeholders, driving the team to meet project milestones.

### Duties and Responsibilities

- Defining the scope of the project and communicating it within R&D and to other stakeholders
- Setting up the project plan
- Following-up with R&D scientists for day to day tasks and project milestones
- Ensuring that the projects run on time and within budget
- Monitoring Contract Research Organisations' (CRO) progress, have a constant update on the process and raising flags where necessary
- Monitoring the progress of analytical method development and method transfer activities in order to ensure that these are executed within the timelines given
- Maintaining accurate records of the development evolution and communicating results to Head of R&D Project Management
- Compiling project progress reports
- Maintaining/updating departmental databases and project management software
- Identifying risks/opportunities involved in each project and managing them

### Qualifications for the job

- Bachelor in Chemical Engineering, Chemistry, Pharmacy or any other relevant field
- Project Management training and certification would be considered an advantage
- Knowledge and certification on Microsoft Project an added benefit

### Required Skills

- Accuracy and close attention to detail
- Strong analytical skills and mind-set
- Demonstrated ability to work in both independent and team environments
- Ability to work under pressure with minimum supervision
- Excellent communication skills
- Organization skills
- Time management skills and ability to prioritize and manage multiple tasks
- Fluency in English writing and speaking
- Good MS skills (Word, PowerPoint, Excel)

**An attractive remuneration package depending on qualifications that includes 13<sup>th</sup> and 14<sup>th</sup> salary, Provident Fund, medical cover, gym access, etc are offered. Interested candidates should apply online through Remedica's website**

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