



Project Coordinator – Business Development

Note: The use of the masculine gender includes the feminine and is employed solely to facilitate reading.

Position Summary

The Project Coordinator's responsibility is to work with the Business Development team in leading the execution of brand initiatives and to be a key liaison for internal and external stakeholders.

Reports To

Senior Vice-President and Chief Financial Officer

Specific Responsibilities

- Develops and implements procedures for diligent, effective execution, and follow-up of business development
- Creates and maintains a detailed list of development projects
- Develops and implements processes to track timelines
- Ensure interdepartmental coordination for the implementation of development projects
- Facilitates meetings with program and project managers
- Reports on timeline progress to the management team
- Proposes recommendations to the Executive Committee
- Acts as project manager for major strategic projects for the organization
- Any other related duties

Characteristics of a Good Candidate

- Well-developed organizational skills
- Thoroughness / attention to detail
- Ability to communicate and work as a team
- Proficiency in spoken and written French and English
- Knowledge of project management
- Knowledge of the drug development process
- Strong computer skills (Microsoft Office, Microsoft Project)

Education

Required

- Bachelor in Business Administration

Asset

- Previous work experience in pharmaceutical products

To apply, please send your resume to: cv@theratech.com

Only selected candidates will be contacted.