



## **JOB DESCRIPTION FOR PROJECT MANAGER**

**Company:** BIOPHARMAX INDIA PVT LTD

Biopharmax a member of the Biopharmax group, is a leading international design and construction company of Pharmaceutical, Biotechnological and Chemical (API) plants including critical, sterile systems and clean rooms. Biopharmax has more than 40 years of experience in execution of projects for the Pharmaceutical and Biotechnological industries on a "turnkey" basis.

**Salary:** As per the Market and Company Standard. For right resource there is no Salary Constraints

**Location:** Need to travel extensively anywhere In India & Abroad

**Experience:** Minimum 8 to 10 years' experience in Project Management and Execution.

### **Job Description:**

- ✓ Prepare template such as budget and schedule trackers, risk register, stake holder matrix and update them regularly to ensure smooth execution of project.
- ✓ Facilitate meetings between various stake holders and team members.
- ✓ Manage external vendors, team members and stake holders.
- ✓ Provide input and support area leads during equipment procurement with vendor management, bid review and PO placement.
- ✓ Ensure implementation of systems to maintain equipment technical specifications and drawings in a cGMP compliant state
- ✓ Perform audits during construction phase and prepare audit reports.
- ✓ Working knowledge of biotech or pharma facility plant design with emphasis on project management.
- ✓ Dealing with Purchase department for purchasing materials
- ✓ Strong Project management skill
- ✓ Should be capable of working in tight time schedules
- ✓ Co-ordination with Israel Colleagues for approving of Designs/ Specifications etc...
- ✓ Labor Utilization skill
- ✓ Should have knowledge of local laws/rules pertaining to interior projects

### **Candidate Profile:**

- Should be a BE / B Tech / Diploma in Mechanical
- **PMP Certification**
- Experience in working with various vendors, engineering firms and suppliers in the pharma/biotech sector.
- Strong understanding of GMP requirements and validation.
- Strong focus on safety and familiarity with safety concepts such as PHA, HAZOP, workplace safety, Pre-startup safety review etc.
- Willing to travel outside the in india and outside the country
- Familiarity with PMI methodology of project management.
- Strong knowledge of MS project, MS word, MS Excel.
- Superior conflict resolution skills and ability to maintain cool during difficult situations.
- Strong communication and written skills
- Ability to influence peers and management to resolve process design-related concerns and issues