

Project Coordinator / Project Manager

Inceptua is a specialty pharmaceutical company and a premium global service partner. Inceptua Pharma commercializes and markets orphan and specialty care products and has the expertise and capabilities to supply unlicensed medicines globally. Inceptua Services supports pharma and biotech companies with global clinical trial comparator sourcing, packaging and labelling solutions, pre-approval and medicines access programs and consulting.

Inceptua partners with life science companies of all sizes, drawing on over 25 years of industry experience, and has global operations with local offices across Europe, North America, and Asia.

We recognize that investing in talented people creates value for our customers, our employees, our suppliers, and the communities in which we live and work. Our success is based on the motivation, dedication and performance of our people. We strive to go the extra mile and achieve excellence in all our services.

We are hiring for the position of a **Project Coordinator/Manager** to be based in our **Princeton (NJ – USA)** offices – presence in the office at least 3 days/week. You will be reporting to the Senior Director, Global Operations, and will become part of our growing Global Operations Team. You will work closely with internal and external stakeholders of different business units and departments.

Responsibilities include, but are not limited to:

- Complying with Global Standard Operating Procedures related to order execution
- Initiating, planning, managing, and closing out all aspects of Clinical Trial Services projects while complying with the Global Standard Operating Procedures.
- Serving as primary point of contact for sponsors, clients, customers, and external vendors in relation to managed projects
- Proactive updating on project progress within the team as well as with external parties
- Consolidating, handling, and tracking of the project budget, cost control of all related activities as well as controlling of incoming invoices and issuing of invoices to clients
- Understanding and supporting of client needs with regards to all aspects of the distribution, storage, and clinical labelling and packaging activities of nIMP/IMP/medical devices

Your profile:

- Able to work in and with an international setting
- Preferably a university graduate with a minimum of 2 years' work experience in a temperature sensitive supply chain management

- Preferably, experienced in pharmaceutical or clinical supply chain management
- Advantageous if knowledgeable in clinical labelling and secondary packaging
- Experienced in working closely with QA to identify, address and resolve any quality issues, assisting in the conducting of any investigations / implementing of CAPAs where necessary
- Profound knowledge of regulations relating to GMP/GDP
- Good relationship with peers, ability to manage time and stress, excellent self and interpersonal motivational skills, project management ability, proven problem solving and decision-making abilities
- Able to work under pressure
- Knowledge of a foreign language preferred

This position is full-time, and we offer a competitive salary. We also offer a generous employee benefit package including attractive, central office locations, training courses, and a range of employee well-being perks.

Our company is home to employees from various backgrounds that speak a range of languages.

If you have a forward-thinking attitude and are ready to go the extra mile with us, we look forward to receiving your application.

Please send your application, including a covering letter, to recruitment@inceptua.com

(Attachments must be in PDF format)