

Program Manager

Inceptua is a global pharmaceutical services company with market-leading capabilities across multiple business areas. We have over 25 years of experience serving life science companies of various sizes and global operations with offices across Europe, North America, and Asia.

We provide clinical trial supply, services and logistics, including comparator sourcing of medicines, packaging, labelling, storage, and distribution services. We also offer strategic advice, design, facilitate, and implement global early access programs, and distribute unlicensed and other medicines worldwide.

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 **Program Manager** to be based in our **Windsor (UK)** office for immediate start. 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:

- Designing, developing and delivering against a detailed project plan for each Early Access program
- Being the primary point of contact for Inceptua Early Access to the client organization during the set-up and delivery phase of any assigned program
- Coordinating internal resources and effort to ensure programs are delivered to the highest possible standards
- Proactively managing and navigating through issues and challenges arising throughout the lifecycle of a program
- Finding new, innovative, and always ethically compliant Early Access solutions that benefit clients and patients
- Driving projects towards successful conclusion while supervising that all aspects including communication, logistics, regulations, business development, operations, quality and administration have been executed to the highest standards respecting departmental and company SOPs and business rules
- Working towards eliminating recurring operational issues through own initiative and by respecting directives from the Early Access and Global Operations Management team
- Proactively communicating the status of projects to all involved parties including customers, suppliers and internal partners
- Working closely with the Global Operations team, providing training and support as appropriate, with the goal that the GO team contribute effectively and efficiently in the delivery phase of all programs

- Coordinating inbound and occasional outbound stock shipments with all relevant stakeholders (e.g. warehouses, couriers, brokers, customers, vendors etc.).
- Identifying opportunities to streamline and improve operational processes.

Your profile:

- Able to work in an international setting.
- University graduate with a minimum of 3 years work experience in project management / program set-up or client facing role
- Good relationships 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 communicate effectively, and with sensitivity to a wide range of people including externally to both vendors and clients
- Able to maintain a positive, results orientated work environment, building, and improving upon existing partnerships and demonstrate great teamwork, communicating with the team in an open, balanced and objective manner.
- Meticulous attention to detail and computer literacy (MS Word, Excel, Power Point and Outlook).
- Able to work under pressure.
- Fluent in English, both written and oral

This position is full-time with a hybrid schedule (three days / week in the office, and the flexibility to work from home two days). Our company is home to employees from various backgrounds that speak a range of languages.

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

(Attachments must be in PDF format)