# Call for Application

<table>
<thead>
<tr>
<th>POSITION</th>
<th>Associate Project Manager</th>
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<tbody>
<tr>
<td>SUPERVISOR</td>
<td>Project Manager_ Head of department</td>
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<td>DEPARTMENT</td>
<td>Marketing Project Leadership</td>
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<td>PREREQUISITES</td>
<td>MBA and one of the following backgrounds required: Consulting, relevant Pharma experience, Project management experience. Fluency in English + other European language. Minimum 3 years of experience.</td>
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Marketing Project leadership department has 3 main roles:

1. **Support launch readiness in MM, MDS and Lymphoma by:**
   - Collect **Launch Team needs** & provide a working framework
   - Support **key operations**: prioritization, resourcing/budget, goal setting and tracking
   - Project management: ensure scope completeness & plan execution
   - Facilitate **communication**

2. **Project Management Office projects** (internal consultants):
   - Full ownership of projects that meet these criteria:
     - Cross-functional or cross disease or cross regional focus
     - Add significant value to the organization (i.e. development of new processes or improvement of existing ones, strategic decisions with long term impact on the way Celgene will do business)
     - Highly resource intensive projects that can’t be covered by existing disease teams/ functions
     - Well defined project outputs and timelines

3. **Support disease teams in structuring their operational plans**

The Roles and Responsibilities of the Project Manager include, but are not limited to, the following:

Coordinate with the Launch and Disease Leaders to develop project goals, plans to achieve operational objectives and Launch Readiness

- Facilitate cross-functional, cross-regional communication between managed project teams and other relevant stakeholders at all levels in the organization
- Maintains high level timelines, and assures consistency and detailed timelines with input from the functional departments, and assures that the functional timelines are aligned with EMEA project timelines
- Coordinate compilation of project scope documents and plans
- Prepare monthly progress reports and ad hoc reports as required and regularly update Senior management on project status
- Ensure clarity follow-up for Launch Team meetings when appropriate
• Coordinate resource planning across functions to assure that adequate resources are being applied to the project
• Development and support in any required Project Management tools to allow a more efficient and transparent follow up of project status
• Development of templates, processes and Dashboard that allow regular reporting to senior management.
• Full accountability for the assigned projects budget within the MPL budget
• Assure that the Celgene values are demonstrated in all aspects of the team work.

PMO (additional to the aforementioned):

• Leadership and ownership of full work stream, including coordination of multiple stakeholders at a cross-regional and cross-functional level
• Report project progress against plans and agreed milestones
• Consult with management and review approved projects to determine goals, time frame, funding limitations, procedures for accomplishing project, staffing requirements and allotment of resources
• Shows independence in delivering assigned projects
• Assume key overall responsibility for ensuring that project participants have easy access to information that is useful to them

Skills/Knowledge Required:

- Exceptional project management skills with ability to multitask and manage multiple small to large projects in a cross-functional, cross-regional, and cross-franchise environment
- Strong customer focus and ability to manage client expectations
- Excellent oral and written communication skills, as well as ability to establish rapport, persuade others and gain understanding
- Skill in conceptualizing creative solutions, as well as documenting them and presenting/selling them to senior management
- Exceptional problem solving, analytical and planning skills
- Ability to adapt behavioral style to situation and customer type
- Team oriented
- Tenacious follow-up
- Exceptional computer skills (MS Project, Excel, PowerPoint etc.)
- Holding oneself and others accountable for commitments
- Ability to communicate well one on one and small group
- Scientific/medical background
- Knowledge of project budgeting process
- Skilled in writing project documentation
- Ability to influence outcomes without direct authority
- Capable of managing meetings within a multicultural environment
- Ability to adapt approach and content depending on context and counterpart seniority
Competencies Required:

- Manages Execution, Fosters Open Communication, Drive for Results, Analysis of Issues, Effective Speaking, Builds Relationships, Manages Disagreements, Fosters Teamwork, Acts with Integrity, Thinks Strategically

Position: 12 Months maximum duration contract, with option of a permanent role

Closing date: February 29th

How to apply (please carefully follow these instructions):

- Please apply via email to: careers.online@ie.edu Copy your career advisor on the e-mail
- Subject of your e-mail: Celgene_Name_Surname (eg. Celgene_Jane_Smith)
- Application consists of: Personalized Cover Letter + CV in English saved in one document as Celgene_Name_Surname (eg. Celgene_Jane_Smith). Please be sure to state clearly in your Cover Letter what you believe you could bring to the role and Celgene