

# Global Project Manager (m/f/d)



Temporär    Jobregion: Basel    Stellenprozent: 100%

## Beschreibung

As a first-tier supplier to our renowned business partner F. Hoffmann-La Roche Ltd. in Basel, we are currently looking for a motivated and dedicated **Global Project Manager** for a temporary assignment of 12 months.

## Tasks & Responsibilities

- Ensure effective collaboration across cross-functional device development teams, including Technical Development, Lifecycle Management, Core Teams, and external stakeholders, to drive successful execution of product development activities throughout the entire device lifecycle.
- Independently plan, coordinate, execute, and monitor project management activities within a regulated medical device environment, ensuring alignment with design control requirements, business objectives, timelines, budgets, and quality standards.
- Develop, maintain, and continuously update comprehensive Design & Development Plans, translating device strategies into actionable project roadmaps, defining deliverables, milestones, resource requirements, dependencies, and contingency plans.
- Drive project execution by facilitating team activities, monitoring progress against schedules, managing project scope, and ensuring the timely completion of design control and stage-gate deliverables.
- Support governance and compliance activities by guiding teams through business process stage-gates, preparing governance reviews, coordinating technical advisory meetings, and ensuring inspection readiness of project documentation.
- Identify, assess, and proactively manage project risks, issues, and dependencies by implementing mitigation strategies, facilitating risk management processes, and escalating critical concerns to leadership when required.
- Develop and implement communication strategies and reporting tools, including project dashboards, status updates, and stakeholder communications, to ensure transparency regarding project progress, risks, resource utilization, and key decisions.
- Facilitate effective decision-making processes by organizing and leading cross-functional meetings, documenting outcomes, tracking action items, and ensuring timely resolution of project challenges. Foster a collaborative, high-performing team environment by assessing team dynamics, promoting open communication, facilitating team-building activities, and strengthening relationships across functional teams and project stakeholders.
- Coordinate and integrate deliverables across multiple departments and partner teams, ensuring alignment of schedules, technical activities, and project objectives to support successful product development

## BERATER



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**Seniority Level**  
Mitarbeiter

**Berufskategorie**  
Projektleitung &  
Management

**Stellenprozent**  
100%

**Jobtyp**  
Temporär

**Referenz-Nr.**  
AFE-PM-T-54032

**Jobregion**  
Basel

outcomes.

- Forecast, monitor, and manage project resources, budgets, and costs, providing accurate financial visibility and supporting informed decision-making regarding project priorities and resource allocation.
- Establish and maintain centralized knowledge management systems, ensuring team access to critical project information, maintaining project history files and document repositories, and supporting lessons-learned activities throughout project execution.
- Lead continuous improvement initiatives by analyzing project outcomes, implementing process enhancements, optimizing project management tools, sharing best practices, and driving organizational awareness of improved methodologies.
- Apply project management best practices, methodologies, and tools for planning, communication, collaboration, issue management, risk control, decision-making, knowledge management, and performance tracking to ensure efficient project delivery.
- Act as a backup to the Device Team Leader when required, supporting team communications, stakeholder engagement, governance activities, and overall project leadership responsibilities.

## Must Haves

- Bachelor's degree in Engineering or a related field.
- Min. 8 to 11 years of experience, with at least 5 years in a relevant industry, preferably within a global medical device, pharmaceutical, or biopharmaceutical company
- Experience in project management in drug and/or medical device development and commercialization, particularly with combination products
- Proficiency in Project Management best practices and software (Microsoft Project, Smartsheet, Google suite)
- PMP certification is an asset.
- Knowledge of 21CFR820.30 design control requirements
- Experience with vendor / partner collaboration.
- Excellent communication and relationship-building skills.
- Ability to manage complex projects independently in a fast-paced, team-based environment.
- Fluent English is required. German, Japanese or Danish is of advantage

## Benefits

- Become part of one of the most prestigious pharmaceutical companies and actively shape the future of healthcare
- Experience a work culture that promotes diversity and inclusion and where all employees feel valued.
- Work on a state-of-the-art campus featuring green spaces, meeting areas, and an inspiring atmosphere
- Work with modern and up-to-date tools in an innovative work environment
- Start with a professional onboarding process and a thorough introduction to your new role during the Welcome Days
- Benefit from financial support for your professional development plans
- Enjoy a selection of high-quality meals in modern staff restaurants
- As part of a sustainable mobility concept, on-site parking spaces are

available to you (subject to eligibility criteria)

- Take advantage of unbeatable, year-round discounts at renowned retailers and over 200 top brands
- Benefit from fleet discounts when purchasing new cars or receive constant fuel discounts with our fuel card

Are you interested? Do not hesitate and submit your complete application documents online today. We look forward to hearing from you!

*Wir wertschätzen Vielfalt und begrüßen daher alle Bewerbungen - unabhängig von Geschlecht, sozialer Herkunft, Religion, Alter und Identität. Zur leichteren Lesbarkeit und besseren Verständlichkeit verwenden wir nur eine Gender-Form. Selbstverständlich sind im jeweiligen Kontext alle Genderformen gleichermassen gemeint.*

## **Unser Bewerbungsprozess**

