

# ALTER PHARMA GROUP NV

## IT BUSINESS UNIT

### IT PROJECT MANAGER

#### ABOUT OUR COMPANY

**Alter Pharma** is a Belgian group of pharmaceutical companies with headquarters in Anderlecht (Belgium) and offices in Ireland and the United States. Employing in total over 140 employees, the Group distributes a wide range of pharmaceutical products to pharmacies, wholesalers, hospitals and retirement homes. At the same time, Alter Pharma is a global player on the generics market, with around 15 molecules on the European and US market and a fully stocked pipeline of niche, complex and added value products.

#### Our values

Our talented staff daily work in accordance with our company values:

- We are proud of our entrepreneurial culture and foster open communication, mutual respect, professionalism and efficient decision-making and we believe that our multicultural organisation is one of our most important competitive advantages.
- We believe that timely and well considered decisions as a response to emerging opportunities and ideas is the key to our success.
- We believe that the success of the company lies in the competence, dedication and motivation of each of our employees.
- We believe that freedom returns flexibility and empowerment returns commitment.

We are currently looking for a talented IT Project Manager to help us proactively managing the lifecycle of the medicinal products. The successful candidate must have at least 5 years relevant work experience as a Project Manager, including all aspects of process development and execution.

You will be responsible for identifying and documenting IT projects following an appropriate methodology while supporting all other IT staff with allocation of goals and objectives. You will work closely with the IT management team and Alter Pharma department heads in defining, planning, and managing new initiatives and projects involving technology.

You will report directly to the companies' CIO and will be based in Anderlecht, Belgium.

#### The job description

The IT Project Manager undertakes full responsibility of the following:

##### Main tasks

- You define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- You develop full-scale project plans and associated documentation

- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- You liaise with project stakeholders on an ongoing basis.
- You estimate the resources and participants needed to achieve project goals.
- You draft and submit budget proposals and recommend subsequent budget changes where necessary.
- Where required, negotiate with other department managers for the allocation of required personnel from within the company, delegating tasks as needed.
- You determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle.
- You identify and resolve issues and conflicts within the project team.
- You identify and manage project dependencies and critical path.
- You plan and schedule project timelines and milestones using appropriate tools.
- You direct and manage projects from beginning to end, tracking project milestones and deliverables.
- You develop and deliver progress reports, proposals, requirements documentation, and presentations
- You determine the frequency and content of status reports from the project team, analyse results, and troubleshoot problem areas.
- You proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- You define project success criteria and disseminate them to involved parties throughout project life cycle.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Build, develop, and grow any business relationships vital to the success of the project.
- Conduct project post-mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- You develop best practices and tools for project execution and management.

Occasional travel to other Alter Pharma locations or partners might be necessary.

### Your professional profile

The successful candidate has a bachelor's degree in information technology or Computer Science or other relevant degrees with specialization in Business Intelligence, Analytical tools, Supply Chain is a definite plus and has at least 5 years of relevant work experience as a Project Manager, including all aspects of process development and execution.

You have certifications in an accredited PM degree (PMI PMP, IAPMM CPM) or methodology (Prince2).  
You have strong familiarity with PM software (MS Project, MS Planner, Mind Mapping and similar systems).

You have experience:

- with projects that include system qualification/validation (GMP/GLP a plus).
- implementing/rolling out software applications to large user base
- working with SAP and its integration to other systems (SAP Business One is a plus)
- of technical projects within supply chain (WMS, MRP) & serialisation systems
- managing with 3rd party software development
- with MS Share Point, DocuSign, eQMS, deployment of Enterprise Applications via Azure

You have knowledge of BPM and applicability of various process methodologies (Agile, CMMI preferred) and knowledge of setting up and working within a PMO.

### Your abilities

- You are a self-starter, self-motivated and a good finisher. Result focused, tenacious person
- You must be able to learn, understand, and apply new technologies
- Excellent communication, presentation, interpersonal and stakeholder management skills
- You must have good listening skills and ability to empathize
- You are flexible, adaptable and able to work under pressure and efficiently multitask
- You must have sense of ownership and responsibility
- You are punctual, attentive, and diligent. Persuasive, encouraging, and motivating.
- You react to project adjustments and alterations promptly and efficiently
- You are flexible, can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- You are able to succeed and contribute to a team environment
- You are able to read communication styles of team members and contractors who come from a broad spectrum of disciplines
- Able to elicit cooperation from a variety of sources (senior management, clients, other departments)
- Able to defuse tension among project team members, should it arise
- You are able to bring project to successful completion through political sensitivity
- Adept at conducting research into project-related issues and products
- You are able to effectively prioritize and execute tasks in a high-pressure environment
- Good grammar and writing skills, capable of translating technical into common language
- Perfect command of written/oral English (technical). French as secondary language is a plus.

For more information about our company, please visit [www.alterpharmagroup.be](http://www.alterpharmagroup.be). Motivation letter and CV can be sent to [recruitment@alterpharma.be](mailto:recruitment@alterpharma.be).