

## Project Management

**Position:** Executive/Sr. Executive  
**Experience:** 2-4 Years  
**Location:** JEPL Corporate office, Kphb.

**The Microsoft Project Professional is responsible for efficiently planning, executing, and managing projects using Microsoft Project software.** This role involves creating and maintaining project schedules, coordinating team efforts, tracking progress, and ensuring successful project completion.

### **A. Project Initiation & Planning in Formulation Injectable:**

1. Preparing Project Charters as per Project Initiation forms from Business-Development.
2. Preparing Project plan/schedule based on the scope as per customer requirement.
3. Conducting the Project kick off meetings.

### **B. Project Management: Monitoring & control: start to closure.**

4. Coordinating with the all the internal HODs on the macro level of the project activities.
5. Conducting review meetings with the cross functional team members and senior management for tracking the project to ensure timely finished delivery.
6. Customer communication through meetings and circulating the MOM to stakeholders.
7. Reviewing project status and identifies early warning signals & on -time Escalations.

### **C. Project Closure:**

8. Coordinating with accounts for invoicing upon completion of each milestone of the respective project.
9. To organise project learnings upon completion of validation/exhibit batch with CFT members