Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-project-leader>

# Example of Senior / Project Leader Job Description

Our innovative and growing company is looking for a senior / project leader. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior / project leader

* Planifying the activities and follow-ups related to the project
* Identifying and managing the risks during the project
* Priority management and corrective actions
* Reporting the progress of your projects internally and with the customer
* Lead projects as assigned by the project manager
* Analyze user requests and document their needs
* Contact vendors to coordinate presentations of new products
* Monitors and analyzes quality data sources for potential preventive actions
* Manages all exception reports (Nonconformities and Potential Nonconformities) that impact plant operations and products
* Assists manufacturing and maintenance in identifying root cause and implementing effective corrective action for those circumstances where quality standards are not met

## Qualifications for senior / project leader

* MS Project experience created project plans
* University or college degree in a related discipline (Computer Engineering, Computer Science, Information Technology, Business Technology) or equivalent work experience
* 2-plus years related project management experience
* MS Excel, MS Word, MS PowerPoint, MS Project
* More than 8 years of experience in clinical trial industry
* Oncology full service experience