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# Example of Supply Project Manager Job Description

Our company is looking to fill the role of supply project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for supply project manager

* Direct and oversee projects implementation and rollout, identifying scope, executing project plans, prioritizing results, and establishing timelines for completions
* Mentor and coach team to assist them in career path development
* Interact with internal stakeholders to understand their business needs, communicate project status and develop relationships to ensure satisfaction
* Earn trust and develop networks both within ISC and our business partners
* Manage and oversee training plan for new associates
* Facilitate technical discussions with internal and external CIT Technical Collaborations Teams members to enable receipt, production, release and shipment of products to clinical sites
* Use project knowledge to develop aligned business, operations, and quality/regulatory strategies in collaboration with the Technical Alliance Manager and translating these strategies into short-, mid-, long-term integrated project plans
* Develop, maintain, track, and manage an integrated project plan and project dashboard for the supply of multiple IMPs to simultaneous clinical studies to enable accurate reporting and decision making and identification of bottlenecks
* Manage the critical path of the project and key project risks, and develop effective risk mitigations plans
* Use strong project and organizational knowledge, leadership and active facilitation to enable effective team meetings, high performing teams, and timely, smart decision making

## Qualifications for supply project manager

* Knowledge and experience of Space Engineering would be beneficial
* 5 or more years of experience in Supply Chain, Warehousing, Retail, or related area
* 2 or more years of Project management and/or leadership experience
* 1 or more years of experience developing and/or working with construction documents (plans and specifications)
* 1 or more years of experience hiring and working with contractors/vendors to support facilities
* Associate Degree (2 yr)