

Argentina Jobs Expertini®

Project Specialist level I and II

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Company: Parexel

Location: Argentina

Category: other-general

When our values align, there's no limit to what we can achieve.

Join Parexel's team of changemakers as we help advance healthcare throughout the globe, all while keeping the patient at the heart of everything we do.

Job Title

Project Specialist

At Parexel, we are a leading Clinical Research Organization (CRO) company specializing in delivering life-changing medicines to patients. We are seeking Clinical Operations Assistants to join our Latin American team. As a Project Specialist, you will be joining a fast-paced, driven environment that is helping to make life-changing difference to patients. The role of the Project Specialist is to provide project level support to the Project Lead (PL) and team members of assigned projects during any and all phases of the project (planning, initiation, steady state and close out). Through the collaboration, and diversity, of teams the Project Specialist is provided with multiple opportunities to excel and discover where your skills can take you.

What you will do:

Ensure tools are set-up according to SOPs and work instructions (for example, Project Management Plan, SOP list, TIME task codes list, Team list, Project View)

Responsible for reporting and analysis and for highlighting issues for project team

Responsible for collating monthly project financial metrics

Who we are looking for:

This is an excellent opportunity for experienced clinical research professionals to move into Project support. You must be fluent in written and spoken English and have very strong MS Excel skills. Preference will be given to those with a business related degree and experience or training in project management.

Additional details:

This position is fully home based in Argentina with occasional days in the office

Why join us:

Be part of groundbreaking projects that are pushing the boundaries of the industry.

Experience a collaborative and inclusive work environment that highly appreciates your expertise. Unlock your full potential with professional growth and development opportunities.

Enjoy work life balance and flexible working hours.

If this job does not sound like the next step in your career, but you know of someone who would be a perfect fit, send them the link to apply!

At Parexel we embrace flexibility and understand that in today's fast-paced world, employees need to balance their careers with their personal lives. Come join us where learning is constant, and you are exposed to a world of experiences and open doors.

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