

## Execution & Excellence Project Coordinator

Job ID  
REQ-10079098  
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Португалия

### Сводка

The EE Project Coordinator is responsible for the end-to-end coordination and execution of processes involving external stakeholders, ensuring alignment with Execution Excellence standards, governance, policies, SOPs and transparency requirements. The role acts as a central orchestrator and gatekeeper ensuring compliant, documented and audit-ready execution.

### About the Role

#### Major Accountabilities

- Coordinate end-to-end execution of processes involving external stakeholders, ensuring structured planning, tracking, and timely delivery.
- Act as governance gatekeeper, ensuring full compliance with policies, SOPs, controls, and approval workflows.
- Validate documentation and approvals prior to execution, ensuring completeness, accuracy, and audit readiness.
- Ensure accurate, complete, and timely submission of transparency-related data in line with local and global requirements
- Coordinate external vendors, ensuring compliance, deliverable quality, and full activity traceability.
- Monitor execution, identify risks or deviations, and drive corrective actions in a timely manner.
- Drive process standardization and continuous improvement, increasing efficiency and reducing errors.
- Guide stakeholders on correct process execution, governance requirements, and workflows.
- Ensure adherence to Ethics, Risk & Compliance standards, supporting internal controls and audit processes.
- Manage systems supporting EE processes, ensuring data accuracy, completeness, and consistency across platforms.
- Perform data reconciliation across systems, resolving discrepancies and ensuring transparency, traceability, and data integrity.

#### Key Performance Indicators (Suggested priority KPIs *italicized*)

- Coordinates meetings and administrative support activities with precision, ensuring compliance with all requirements.
- Maintains documentation and records to ensure information is complete, reliable, and audit-ready.
- Follows internal policies and approval workflows to support Ethics, Risk & Compliance standards.
- Ensures transparency reporting in all data processing activities, making information accessible and traceable for stakeholders.
- Processes purchase orders, invoices, payments, and data reconciliation accurately and on time across all platforms.
- Delivers proactive communication and resolves issues to achieve stakeholder satisfaction and guide process execution.
- Drives continuous improvement in administrative and operational processes for greater efficiency and fewer errors.

## Ideal Background

### Education:

- Bachelor's degree is advantageous but not essential.

### Languages:

- Local language.
- Fluent English.

### Experience/Professional Requirement:

#### Relevant Experience

- 2–3 years' experience in a coordination, administration, sales support, marketing support, or general secretarial role.
- Ability to work autonomously and manage competing priorities.
- Strong customer service, communication, and stakeholder management skills.
- Strong planning, organization, accountability, and time management capabilities.
- Experience working across systems, processes, and multiple stakeholder groups.
- Ability to apply compliance requirements, policies, and operational procedures in day-to-day work.
- Problem Solving & Continuous Improvement
- Proactive mindset with a focus on continuous improvement and efficient execution.

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Дивизион

International

Business Unit

General Management

Место

Португалия

Сайт

Sintra

Company / Legal Entity

PT05 (FCRS = PT005) PT Pharma

Functional Area

Маркетинг

Job Type

Full time

Employment Type

Regular

Shift Work

No

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