



## Job Description

### Project Coordinator

The Project Coordinator supports the Project Management team at FDA Quality and Regulatory Consultants (FDAQRC). This role utilizes attention to detail to support compliance with internal processes and objectives. The Project Coordinator should be a proficient multi-tasker and top-notch communicator.

This position reports to the Operational Director in support of the entire Project Manager team. This is a full-time position open to US candidates only.

### Primary Duties and Responsibilities

FDAQRC provides specialized quality and regulatory consulting for Pharmaceutical, Medical Device and Biotech Companies. We are a distributed team of remote-based professionals working across the United States.

The position is home-based. The employee must provide a dedicated workspace. Travel for internal business is infrequent. Employees shall have a flexible working schedule and may be required to work outside of traditional hours to meet deliverable timelines.

The Project Coordinator performs a wide range of duties including the following:

- / Performs quality control reviews of internal project activities
- / Assists to track schedules for project and report date deadlines
- / Provides administrative support and tracking of Project Management activities
- / Supports the needs of the FDAQRC Quality Management System (QMS)
- / Performs data entry within the company's Customer Relationship Management (CRM) tool
- / Proficient with Microsoft Office Suite or related software
- / Possesses ability to foresee issues and conflicts and can solve and mitigate issues as needed
- / Able to work independently



## Qualifications

### Experience and skills

- / A background in quality assurance is highly desirable
- / Effective time management skills
- / At least three (3) years of employment experience, with advanced use of Microsoft (MS) Office tools such as Word and Excel as attention to detail is critical in this role
- / Experience with QMS oversight in a regulated industry is preferred
- / Proficiency in the use of computers for:
  - / Web-based software for time, expense and data tracking
  - / Sensitivity to confidential materials is required
- / Requires the ability to work well with all levels of internal management and staff, as well as outside consultant and vendors
- / Excellent verbal and written communication, interpersonal, customer service and organizational skills. Superior attention to detail. Strong analytical and problem-solving skills. Ability to prioritize tasks

## Education

Secondary education at a university or technical program in a related field preferred. Strong knowledge of Quality Assurance is highly desirable

FDAQRC has two (2) customers Clients and Consultants. Customer service is what makes us successful and therefore each employee is expected to understand and demonstrate above average customer service skills. This results in high retention of our customers. This role will focus on the internal activities of FDAQRC with some external communication to clients.

## Characteristics

The employee should demonstrate the ability to utilize the following:

**Behave Ethically:** Understand ethical behavior and business practices, and ensure



that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.

**Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

**Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.

**Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.

**Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

**Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

**Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans and evaluate the process and results.

**Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.