

SAMPLE JOB DESCRIPTION

Pharmacy Project Manager

I. JOB SUMMARY

The Pharmacy Project Manager is responsible for the overall success of assigned projects. Applies knowledge, skills, tools, and techniques to initiate, plan, execute, monitor, control, and close project activities. Delivers on-time, on-budget results, learning, and integration to meet organization and project needs. Maintains effective working relationships at all levels, both internal and external to the pharmacy department, partners, and associates.

II. DUTIES AND RESPONSIBILITIES

- Develops project plans for all aspects of assigned projects and manages all project activities
- Establishes and leads cross functional project teams and status meetings
- Obtains consensus and buy-in from key internal and external stakeholders for project timeline
- Monitors and manages project scope, budget, forecast, resources, and deliverables within timeline
- Maintains up-to-the-minute project action plans and serves as a resource to stakeholders
- Develops and mentors project team members
- Provides timely, comprehensive project status reports, including budgets and timelines
- Ensures all stakeholders receive the required level of detail commensurate with their role
- Provides input on strategic goal, tactical planning, and high-level staffing plans
- Proactively identifies significant project risks, develops mitigation strategies, escalates to leadership, and implements approved mitigation steps
- Develops and maintains subject matter expertise to effectively plan and fully execute assigned projects
- Manages various system-wide projects, product conversions, trials, and introduction of new products as they relate to pharmacy and as assigned.
- Coordinates meetings, project teams, and work groups

III. QUALIFICATIONS

- Bachelor Degree required
- Master of Business Administration Degree preferred
- Project management experience, preferably in healthcare
- Excellent time-management, communication, interpersonal, and analytic skills