



## PROJECT COORDINATORS

The candidate is responsible for coordinating and executing plans for the management of transversal projects in close collaboration with other departments such as IT, Manufacturing, R&D, Quality & Compliance, Engineering and Supply Chain.

The candidate is also responsible to monitor the progress of the project plans, to anticipate the risks and potential roadblocks in order to deliver on time and according to agreed quality standards.

### Educational Requirements

- University degree in Engineering, Business Management, Computer Science
- Project Management certification is required (Prince2, PMP, any other training in project management is an asset)

### Competences & Skills

- Demonstrated ability to organize work, coordinate people and elaborate project plans
- Excellent communication skills, customer-centric
- Interpersonal skills and team spirit
- Pro-active, dynamic and eager to learn
- Ability to work in a matrix organization
- Ability to give training on different topics
- Good understanding of Business Process Mapping tools and methodologies
- Ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Good understanding of project and risk management
- Experience with lean management is a plus
- Knowledge of information systems and computer system validation
- Strong technical and analytical skills
- Very good knowledge of French and English
- Experience in a regulated industry is an advantage.

Please keep in mind we are now in the stage of compiling our database of experts who will work with Intellegant on our current projects.

Please send your CV and letter of interest to [info@intellegant.com](mailto:info@intellegant.com).

We are looking forward to meeting you!

Disclaimer: By applying for this position, you are authorising us to hold you CV and personal information on our secure database, allowing us to contact you about any potentially relevant positions. If at any stage you would like us to withdraw that information and delete it, please email [info@intellegant.com](mailto:info@intellegant.com) and we will action this for you.