

# Execution & Excellence Project Coordinator

Job ID

REQ-10079098

May 25, 2026

LOC\_PT

## 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.

## Role Requirements

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Division

DIV\_IM

Business Unit

General Management

Location

LOC\_PT

Site

Sintra

Company / Legal Entity

PT05 (FCRS = PT005) PT Pharma

Functional Area

FCT\_MM

Job Type

Full time

Employment Type

Regular

Shift Work

No

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