

Project Manager Coordinator



Phone :

Web :

Job Summary

Vacancy :

Deadline : Aug 15, 2024

Published : Jul 15, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

At Solventum, we enable better, smarter, safer healthcare to improve lives. As a new company with a long legacy of creating breakthrough solutions for our customers' toughest challenges, we pioneer game-changing innovations at the intersection of health, material and data science that change patients' lives for the better while enabling healthcare professionals to perform at their best. Because people, and their wellbeing, are at the heart of every scientific advancement we pursue.

We partner closely with the brightest minds in healthcare to ensure that every solution we create melds the latest technology with compassion and empathy. Because at Solventum, we never stop solving for you.

The Impact You'll Make in this Role

As a **Project Manager Coordinator**, you will have the opportunity to tap into your curiosity and collaborate with some of the most innovative and diverse people around the world. Here, you will make an impact by:

- Identifying, leading, and coordinating continuous improvement opportunities for the project manager community including the ownership of project management and commercialization training (leading and/or coordinating internal and external training opportunities).
- Coordinating the implementation of resource planning tools ensuring consistent use across the company and ensuring the validity of the data entered.
- Leading cross divisional best practice sharing and project management community building through the establishment and execution of a PM community and communication plan
- Being an expert in the commercialization process and being responsible for the documentation (e.g. Standard Operating Procedures, Work Instructions, User Guides, etc.) that govern the process
- Coordinating the data input for R&D spend, resource allocation and prioritization analysis
- Contributing as a team member to any projects run by the Commercialization Excellence Office to improve the New Product Introduction process

Your Skills and Expertise

To set you up for success in this role from day one, Solventum requires (at a minimum) the following qualifications:

- Bachelor's Degree or higher from an accredited university AND a minimum of seven (7) years of experience in a research & development environment

OR

- High School Diploma/GED from an accredited institution and a minimum of eleven (11) years of experience in a research & development environment

In addition to the above requirements, the following are also required:

- Three (3) years of project management experience in a private, public, government or military environment
- Five (5) years of experience in new product development

Additional qualifications that could help you succeed even further in this role include:

- Accolade Innovation Management software (from Sopheon LLC) experience
- Experience with Agile/Scrum (preferably Scrum Master certified)
- Project Manager Professional certified
- Familiarity with Microsoft Project Online and PowerBI
- Experience with development of medical devices
- Experience or training in accounting or financial analysis of new products
- Strong written/oral communication, networking, and facilitation skills
- Ability to effectively influence, negotiate, prioritize, and make decisions
- Desire for continuous improvement
- Business results oriented and organizational awareness
- Strong technical and analytical skills
- Ability to navigate a matrixed organization across the business
- Ability to work and learn in a rapidly changing environment
- Self-motivated and independent

Work location: Hybrid in Maplewood, MN

Travel: May include up to 10% domestic/international

Relocation Assistance: May be authorized

Must be legally authorized to work in the country of employment without sponsorship for employment visa status (e.g., H1B status).

Supporting Your Well-being

Solventum offers many programs to help you live your best life – both physically and financially. To ensure competitive pay and benefits, Solventum regularly benchmarks with other companies that are comparable in size and scope. Solventum Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Solventum is committed to maintaining the highest standards of integrity and professionalism in our recruitment process. Applicants must remain alert to fraudulent job postings and recruitment schemes that falsely claim to represent Solventum and seek to exploit job seekers. Please note that all email communications from Solventum regarding job opportunities with the company will be from an email with a domain of **@solventum.com**. Be wary of unsolicited emails or messages regarding Solventum job opportunities from emails with other email domains.

Please note: your application may not be considered if you do not provide your education and work history, either by: 1) uploading a resume, or 2) entering the information into the application fields directly.

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Please access the linked document by clicking [here](#), select the country where you are applying for employment, and review. Before submitting your application you will be asked to confirm your agreement with the terms.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
