



Project Coordinator

Location: Sydney

Work Type: Perm Full Time

About us:

SpeedX Pty Ltd is dynamic, rapidly growing company with a strong portfolio of technology at the cutting edge of molecular diagnostics. With our headquarters in Sydney, we are launching our technology into the market and have a pipeline of research and in vitro diagnostic assays. Our well-equipped offices and laboratories are centrally located at the Australian Technology Park in Eveleigh (Sydney) and are easily accessible by rail.

At SpeedX we believe our employees are pivotal to our success and reputation, therefore we strive to offer true work/life balance with opportunity for further training and structured career development. Make no mistake we expect a lot from our people as they do of us. So, if you can rise to the challenge, we will provide you with a dynamic and rewarding career.

About the Role:

We have an exciting opportunity for a Project Coordinator to join our Technical Transfer Team, within Operations for a full time to support Operations projects and Technical transfer activities. The role offers a true work/life balance, at SpeedX we believe our employees are pivotal to our success and reputation, and therefore SpeedX strives to ensure a working environment that is supportive and professional.

Key responsibilities include but not limited to:

- Track the status, deliverables, and timelines for projects within the operations teams.
- Appropriate communication with all project stakeholders regarding timelines, status, deadlines, data requirements and all other project-related tasks.
- Facilitate project meetings to continually align the teams, communicate blocking issue and follow up on action items as needed.
- Organise, attend and actively participate in interdepartmental meetings including project scrums, product status meetings, technical and design transfer meetings as a Tech transfer team representative and/or support Operations team representatives.
- Support technical transfer with project timelines and coordinating transfer activities with internal departments and external stakeholders.
- Support and assist the technical transfer team lead with Operations project timelines, status reporting, scheduling, resourcing and identifying issues & risks within the Operations teams.
- Maintain and/or develop project tracking documentation such as Gantt charts, resource planners, and project management software or tools.
- Support day to day coordination of operational tasks
- Provide regular updates on the status and progress of projects to the technical transfer team lead.
- Facilitate inter-team communication and status reporting.
- Facilitate and assist in the review process for departmental documentation and documentation related to product development processes.
- Contribute to team efforts by completing project related tasks (Transfer documentation) when required.

In order to be successful in this role you will possess the following key skills:

- Previous experience in project management
- Proficient in MS Office Suite, Google sheets, Google docs, project tracking documentation such as Gantt charts, resource planners, and project management software or tools.
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Strong multi-tasking and organisational skills
- Solid time-management skills and ability to work under pressure
- Proven ability to work effectively both independently and in a team-based environment
- Knowledge of the Medical device manufacturing
- Effective communication skills including verbal, written and presentation skills

and minimum qualification

- A tertiary degree in science
- Previous project management experience
- Previous experience in Medical Device manufacturing is highly desirable

To be considered for this role, please address your suitability by indicating if you have previous experience with operations project management and if you have full rights to work in Australia

If you believe you fulfill the criteria, please email your CV and accompanying cover letter and include in the subject the job title: Production Technician to: hr@speedx.com.au

Applications must be received by **Friday, 10 September 2021**.