

MSD IT Global Innovation Center

IT Project Coordinator

We are seeking energetic, forward-thinking professionals to join our Information Technology group in Prague. As part of that team, you will help launch our new IT Global Innovation Center focused on developing and applying advanced capabilities in information sciences, information security, mobility, social media and big data. You will have the opportunity to work on global teams to identify and tackle the biggest opportunities and challenges at the intersection of healthcare, information and technology. We offer project-based rotations to help with your professional development, and a flat, collaborative environment. Overall, our new Global Innovation Center in Prague offers technology professionals incredible opportunities to learn from others across the globe, to challenge themselves, and to enjoy a reward that technology careers don't often bring: the satisfaction of helping to save lives.

We are seeking students with the following qualifications, skills and experience:

Education Minimum Requirement:

- Bachelor's degree in an appropriate field of study, including economics, computer science or related study.

Required Experience and Skills:

- Demonstrated strength in communication and social/team dynamic skills.
- Fluency in English language is a must.
- Ability to work independently and with others with limited supervision.
- Strong skills in Microsoft Office (Excel, Word, Outlook, PowerPoint, Project) is a must.

Desired Experience and Skills:

- Previous exposure to Project Management in the software development/implementation industry.
- Experience & understanding of working across countries in a multi-cultural environment.
- Must be able to oversee creative talent in addition to IT talent and facilitate the melding of both areas of expertise to plan and drive a project to completion.

Primary job responsibilities include:

- Coordination and support of international Programs/Projects setup and maintenance throughout its lifecycle in MS Project Server.
- Support of planning and projects approval process.
- Processing vendors related documentation (TO's, PO's)
- Managing resource allocation and resource plans.
- Production of project reports and metrics.
- Support monthly reporting cadence.
- Support Program and Project managers in day-to-day PM operations and logistics.
- Document meeting minutes and meeting outcomes.
- Maintain documentation according to SDLC standards.
- Communication with colleagues from all over the Europe and other countries.

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We offer:

- Competitive remuneration
- Position in a leading global healthcare company
- Challenging career
- Professional growth based on performance
- Innovative and flexible working environment
- Wide range of benefits

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