

Execution & Excellence Project Coordinator

Job ID
REQ-10079098

5月 25, 2026

Portugal

摘要

The EE Project Coordinator is responsible for the end-to-end coordination and execution of processes involving external stakeholders, ensuring alignment with Execution Excellence standards, governance, policies, SOPs and transparency requirements. The role acts as a central orchestrator and gatekeeper ensuring compliant, documented and audit-ready execution.

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.

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部门

International

Business Unit

General Management

地点

Portugal

站点

Sintra

Company / Legal Entity
PT05 (FCRS = PT005) PT Pharma

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
var config = { targetId: "kalturaplayer6a148270c87a9759814833", provider: { widgetId:
"1Qm7rm1pm", partnerId: "2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause:
false, allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: {},
sources: { options: {}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true,
showSpeedMenu: false }, css : "/modules/custom/arcticnckalturaaddon/css/kalturavideo.css",
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(KalturaPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(KalturaPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", //
Default: bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
false, printDisabled: false, disable: true }; } if (KalturaPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (KalturaPlayer.plugins["navigation"]) {
config.plugins.navigation = { position: "right", expandMode: "over", expandOnFirstPlay: false, visible:
false }; } if (KalturaPlayer.plugins["hotspots"]) { config.plugins['playkit-js-hotspots'] = { disable: true }; }
if (KalturaPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if
(KalturaPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if
(KalturaPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents =
[]; if (KalturaPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); } catch (e) { console.error(e.message) }
```

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