



Job title:	Enterprise Project Manager
Department:	Office of the CEO
Reporting to:	Vice President, Corporate Strategy & Investor Relations
Position Classification:	Full Time, Exempt
Location:	Philadelphia, PA

Primary Role / Job Purpose

Sesen Bio, a late-stage clinical company advancing targeted fusion protein therapeutics for the treatment of patients with cancer, is seeking a collaborative and detail-oriented Enterprise Project Manager to join their growing team at their office in Philadelphia, PA. The Enterprise Project Manager will lead the day-to-day management and accountability of a diverse portfolio of enterprise projects including defining project scopes, drafting the work plans, developing and maintaining the master schedule in collaboration with team members and management, identifying critical path activities, and managing the adherence to the approved budget, escalating potential deviations as needed. A successful Project Manager will also remain aligned with strategy, commitments and the goals of Sesen Bio.

As Enterprise Project Manager, you are involved at the forefront of innovation and will drive delivery using your project leadership expertise. At Sesen Bio, you will have the support of experienced leadership whose goal is to help you apply and expand your project management and drug development expertise.

Key Functions/Responsibilities

- Facilitate development of proposals and project plans and manage them from inception to completion
- Monitor all moving parts of the project keeping them synchronized and moving forward
- Plan and conduct project meetings, taking full responsibility for project deliverables and outcomes
- Monitor projects from end-to-end, adjusting and interfacing with project sponsor and stakeholders as applicable
- Develop detailed project plans, schedules, regular status reports for leadership, and ensure execution of the project plans
- Assess project risks and escalate as needed
- Drive negotiation, decision making, and conflict resolution among team/functional members to accomplish project and business goals
- Communicate cross-functionally to manage and sustain initiatives
- May be responsible for other projects and responsibilities as assigned

Qualifications

- Bachelor's degree is required, preferably in business or sciences
- 5+ years of experience in complex project management and implementation, prior management consulting experience preferred
- Prior experience in late-stage Pharmaceutical or Biotech
- Prior commercial launch experience
- Demonstrated business acumen and the ability to synthesize data and present to all levels of the organization

- Ability to drive timely decisions with sometimes minimal data
- Work independently in a fast-paced and rapidly changing environment
- Intermediate to advanced proficiency with Microsoft office
- Proficient with MS Project
- Team building and interpersonal skills, with leadership presence to effectively collaborate across functional teams