



## Project Management Office (PMO) Student Assistant for Global IT

### Can you create structure and develop portfolio management in a fast growing biotech company?

As **PMO Student Assistant in Global IT** you will be tasked with creating the templates, running reports and tracking on the portfolio, allowing the projects in Global IT to run smoothly and communicate clearly to our stakeholders.

**You will join** the Ascendis Pharma Global IT, Solution Delivery Team and become part of a very exciting growth journey. You will have good development opportunities in a very flexible environment where “the way we do things here” is open for discussion.

#### **Your main responsibilities are:**

- Developing templates for project deliverables
- Maintaining the project intake and project portfolio overviews
- Creating presentations about the projects and portfolio
- Reporting on the project portfolio
- Vendor invoice tracking for projects
- Managing contracts, work orders and agreements for projects
- Coordinate meetings and training for new IT systems
- Ad hoc assistance on projects with deliverables

**Ideally**, you are starting your third year of your Bachelor studies or the first year of your Master’s studies in the fields of Project Management, Business Administration or something completely different. Most importantly, you aspire to become a project manager yourself and are interested in how IT can transform business.

#### **The following qualifications are desirable:**

- Ability to keep an overview of many tasks at once
- Excel – able to make graphs, functions and pivot tables
- PowerPoint – structure presentations, do layout, design and diagrams
- Able to write concisely and persuasively
- Experience using project management and task management tools

**It is an advantage** if you can communicate complex concepts in a visual manner in any medium and have worked with a content management system (CMS) before, and have a good understanding of a project based environment and the associated elements like finance, resource management, risk management and progress reporting.

**You are** proficient in English at a professional level, both written and spoken.



**You work** independently and can run with a task with little supervision. You are a self-starter and learn at a quick pace. You are a doer and not afraid to learn from your mistakes. You meet any task with the same energy, regardless of how interesting it is for you personally. You are conscientious about your tasks and can meet deadlines.

**Ascendis Pharma offers you** an exciting and challenging position in an entrepreneurial and international company with a short line of command. You will be involved in activities that are central to Ascendis Pharma's strategy and work with highly skilled and experienced colleagues on advancing an exciting product pipeline.

**Place of work:** Ascendis Pharma resides in a wonderful office facility in Tuborg Havn in Hellerup with a view of the harbor, the canals, and the sea.

**Work hours:** 15 hours a week is expected, in peak times up to 20 hours a week. Flexibility around your exams can be arranged with your manager.

**For more details** about the job or the company, please contact Senior IT Project Manager Ivanna Rosendal on M +45 21 76 76 99 or [imr@ascendispharma.com](mailto:imr@ascendispharma.com). All applications must be in English and are treated confidentially.

**Click here** to [APPLY](#). Applications are evaluated on a continuous basis and the posting will be closed when the right person is found.

*Ascendis Pharma A/S is an international company with offices in Copenhagen, Germany, and the US. Ascendis Pharma is building an integrated biopharmaceutical company to advance its pipeline of long-acting prodrug therapies. They employ their proprietary TransCon technology platform to generate therapeutics with best-in-class profiles that address large markets with significant unmet medical needs. Ascendis Pharma has a diversified and balanced high-value product pipeline, including internal programs and partnerships with market leaders.*

Read more at [www.ascendispharma.com](http://www.ascendispharma.com)