



PROJECT MANAGER

AdMed is currently seeking a Project Manager in our (New Hope/Philadelphia) office.



POSITION SUMMARY

AdMed, Inc is seeking a Project Manager to be accountable and responsible for coordination of the strategy, management, and profitability of assigned projects. As a Project Manager, you will plan and execute the designated projects to meet or exceed assigned objectives across all lines of AdMed's products and services.



JOB REQUIREMENTS

- Minimum of 2 to 5 years of experience in Project Management or Account Management in the pharmaceutical and/or biotechnology industry
- Ability to work both independently and collaboratively in a fast-paced, science-based, creative team environment
- Professional presence and knowledge of the industry
- Excellent communication and relationship-building skills
- Strong work ethic
- Strong knowledge of project management tools



JOB RESPONSIBILITIES

- Collaborate with different departments to confirm assignments as needed
- Hold creative kickoffs, visualization meetings, and internal review meetings for newly assigned projects
- Accurately and confidently report the status of projects to clients; resolve account matters, such as scope, timeline, etc, in a timely and friendly manner with the client
- Monitor costs and internal hours on assigned projects to ensure profitability
- Monitor quality of work on assigned projects to ensure client satisfaction
- Assess workload of personnel assigned to your specific project tasks, notify supervision when workload issues arise
- Be the key point of contact for answering internal team member project or timeline-related questions
- Acquire a sufficient understanding of the training topic prior to the internal project kickoff meeting on all assigned projects
- Work closely with the Account Executive to understand client business needs and to anticipate new opportunities in status meetings to facilitate account growth, provide input for proposals, and manage scope and change orders for assigned projects when necessary



EDUCATION REQUIREMENTS

- Bachelor's degree in marketing/business or science-related field
- PMP is a plus
- MBA is a plus

If you're interested in this position, let us know. We'd love to meet you!
Please send your resume and cover letter to jobs@admedinc.com