



Job Description

Department: Client Services

Job Title: Project Manager / Account Manager

Job Purpose:

- To work as part of the client services team responsible for team fee generation in excess of two million pounds per annum
- To manage the delivery of multiple projects and programmes to the highest possible standards of client satisfaction
- To maximize revenues from existing accounts, develop new accounts within current clients and develop and win business with new client accounts
- To provide timely and accurate budgets on all projects whilst ensuring clients have all the appropriate financial information for their financial planning and monthly revenue recognition
- To promote the positive vision of the company

Key Responsibilities & Accountabilities include but are not limited to:

- Manage projects on a day-to-day basis so that they are delivered on time and within budget
- Establish project specifications, budget, timelines and scope with clients
- Develop good client relationships to ensure retention and growth of business
- Work closely with internal Departments to ensure resources available to deliver project success and liaise with internal departments to ensure timelines met
- Update project status sheets on a weekly basis
- Participate in development of new business proposals
- Participate in client pitches

Qualifications and experience:

- Minimum of a degree, preferably in Life Sciences or a relevant subject. Supplementary marketing qualifications an asset
- Understanding of the drug development process and/or background in pharmaceutical medicine
- PC literate (MS Office)
- Additional languages helpful
- Strong project and financial management ability

Key Qualities:

- Self-motivated, dynamic and enthusiastic individual
- Very good organisational skills and ability to work on own initiative
- Must be a team-player and work as part of a small team in a small business
- Active contribution to team meetings and brainstorming sessions
- Honest and reliable
- Ability to work in a high pressure environment to strict deadlines
- Attention to detail
- Excellent communication and interpersonal skills

Working environment:

- Friendly working environment with the opportunity to work on a wide array of interesting projects
- A 37.5 hour week, although workloads may sometimes require more hours and greater flexibility
- International travel to client offices to manage / support projects and business development

Salary:

- Depending on experience