
Senior Project Manager - Data Services

Position Overview

The Data Service Senior Project Manager holds the overall accountability of the project support activities for the Data Services organization. The main responsibilities include, but are not limited to, coordinating project teams from multiple functions in Data Services to ensure the deliverable quality and timeline, communicating with sponsors and other functions to support project strategies and deliverables, and supporting Finance and Business Development to meet planned targets.

Primary Responsibilities

To perform this job successfully, incumbent must be able to satisfactorily perform the essential functions of the role without or with reasonable accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Discuss with the function leaders in Data Services to form the Data Services project support teams.
- Coordinate project teams from multiple functions to support project activities across Firma Clinical Research.
- Prepare and host internal project review meetings and other needed internal meetings to present project status and activity updates.
- Mitigate risk to project by planning and executing remediation when threats to project plan, budget, timelines, resources, etc. to ensure quality delivery.
- Communicate and negotiate with client(s) on project timelines and resources based on the project needs and Firma's internal resource arrangements.
- Review and approve project related documents and invoices when assigned.
- Partner with Business Development to explore new business opportunities and support business development activities including defense meetings with clients as needed.
- Coordinate the project handover activities from the Business Development team to Data Services when new projects are awarded.
- Support Finance in planning and reporting regarding the budget, billing, change orders, revenue forecasts, and other financial activities.
- Work with QA and function leaders to support internal/external audits and/or inspections.
- Mentor and develop less-experienced project managers in Data Services as needed.

Note: This list is not intended to be an exhaustive list of duties and responsibilities. There may be other duties as assigned.

Qualifications Including Education, Experience, and Skills

- Master's Degree preferably in a life science or equivalent experience defined as a minimum of 8 years related, combined experience in education, knowledge, and skills that will enable the incumbent to perform the tasks of the role proficiently.
- A minimum of 8 years' experience in the clinical trial and regulatory interactions in drug development and healthcare industry of which a minimum 5 years in Biometric project management is preferred.
- Project Management certification strongly preferred with strong project management and presentation skills.
- Excellent communication skills.
- Able to deliver high quality results by deadlines and through influence in (sometimes) demanding environment.

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