

## **Project Manager**

Our one-of-a-kind healthcare strategy and marketing firm has an excellent opportunity for a **Project Manager** to join our smart, collaborative, award-winning team.

You'll join an agency team with a healthcare industry focus, depth of functional expertise in market research & strategy, brand development and communications, and tactical execution including print, digital, and medical education programs.

The position:

- Works on the day-to-day management of client projects and ensures that projects are delivered on time, within budget, and according to client expectations
- Provides project management oversight to any employee who is currently managing projects and will support in scheduling and planning projects
- Works closely with other, remote Purohit Navigation account team members to maximize efficiency and communication between the client and the team
- Leads project discussions and participates in client presentations
- Builds long term relationships at all levels of client contacts and implements projects with highest customer satisfaction
- Develops project plans, while also assessing the risk management, resource allocation, and scheduling
- Leads operations, traffic, and continuously manage cost, scope, and quality
- Update and maintain a master launch plan and oversee the launch activities with assigned project leads to ensure that critical launch activities are being met weekly/monthly/quarterly and communicated to the appropriate internal stakeholders
- Ensure that meeting minutes are documents and sent to project team members on a timely basis

The person:

- A Bachelor's degree in business, life science, or other related field is required, graduate degree (MBA, MA, MS) a plus
- 5+ years project management experience in a management consulting firm, agency, or pharma company
- Experience with heavy operations or traffic
- Expertise in using MS Office software, MS Project and other scheduling systems a plus
- Experience in launch management or execution of launch experience (marketing, branding, program/project management, etc.)
- Demonstrates experience in developing complete project plans and executing the management and implementation of those plans on time and with zero error
- Experience with continuously developing relationship with clients and maintaining well-thought out communication with them
- Effective meeting facilitation and strong presentation skills
- Ability to multi-task, think critically and creatively

As Navigators, we're committed to a high level of quality and innovation. We share these core values:

- **Passion for work** at all levels
- **High-quality work** that is strategically grounded
- **Superior level** of client service
- Culture of **trust, empowerment, and commitment**
- **Collaborative and team-oriented** spirit (no ego)

If you meet the qualifications for the **Project Manager** role and share our firm's values, we encourage you to submit your application. Please email your resume and cover letter to [hr@purohitnavigation.com](mailto:hr@purohitnavigation.com). Refer to **PM** in the subject line.

Purohit Navigation offers an excellent benefits package that includes medical insurance, a 401(k) plan, company-paid employee dental and vision coverage, short-term and long-term disability, and life insurance coverage.

And, as a woman- and minority-owned firm, we are committed to fostering an inclusive workplace. In fact, we are the first recipient of the MM&M "Diversity and Inclusion Champion" award for "the best commitment to diversity and inclusion."

Purohit Navigation ([www.purohitnavigation.com](http://www.purohitnavigation.com)) is a unique full-service healthcare strategy and marketing firm. For nearly 35 years, the firm has combined groundbreaking insights with strong creative expertise to achieve behavioral change. Current and former clients include companies in the pharmaceutical (including genetic and rare diseases), diagnostic (molecular and plated media), medical device, hospital product, and disease awareness areas, giving Purohit Navigation extensive experience with more than 200 brands in 60 therapeutic areas.