



## **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. This is a remote first position, with the flexibility to work in the office or remotely.

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:**

- Coordinates the internal functioning of an account to ensure projects are delivered on time, within budget, and according to client expectations
- Attends team and client status meetings and partnering with account services and strategic planning to develop status reports
- Develops and maintains internal and client-facing SOW's and budget tracking documents
- Develops initial project timelines and takes responsibility for ensuring on-time deliverables, while also assessing the risk management, resource allocation, and scheduling, in partnership with Traffic Manager
- Coordinates with the Traffic Manager and other departments (Art, Copy, Strategy, Digital) to answer project-related questions
- Lead the client PRC process including PRC submissions and meeting attendance
- Creates and maintains project folders so relevant documents are appropriately catalogued
- Participates in key client meetings, such as POA planning, and organizes next steps, such as timeline development and project scoping
- Project manages live client events (either in office or on-site) and provides live on-site event management support
- Collaborates with Accounting team on accruals and budget management

### **The person:**

- A Bachelor's degree in business or other related field is required
- 2+ years applicable experience as a Project Manager in an agency setting
- Interactive & Digital experience is strongly preferred
- Healthcare or Pharma experience is desired
- PMP certification is preferred, but not required
- Solid understanding of project management methodology including the ability to identify and resolve issues, manage risk and develop detailed work plans and specifications.
- Expertise in using MS Office software, MS Project and other scheduling systems a plus
- Effective meeting facilitation
- 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 over 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.