

Senior Project Manager

We have an excellent opportunity for a Senior Project Manager. This opportunity is with Purohit Navigation, a healthcare strategy and communications agency.

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.

We are searching for a strong project management professional who can be responsible for managing projects and timelines while supporting four sub teams within a brand team with multiple client stakeholders. **This is a hands-on position that will be based in South San Francisco working on-site with our local clients.**

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

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

If you meet our qualifications and want to be considered for this opportunity, please send your resume to hr@purohitnavigation.com and refer to **SPM**.

We aren't just an agency. We are Purohit Navigation, a full-service, independent, integrated brand solutions company located in downtown Chicago. Focusing on healthcare and therapeutic specialty markets, our talented team of Navigators partners with our clients to creatively explore the full potential of their brands.

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

- Unequivocal excellence across the entire company
- Strong commitment to being on time, on budget, on target, with zero errors
- Unsurpassed service
- Innovative leadership
- Unwavering support for individual ability and ownership through a nurturing, team-oriented and pleasant environment
- Profound dedication to honesty, integrity, and solutions
- Solid growth and profit resulting from excellence