

Job Description Summary

Responsible for day-to-day management, coordination, and execution of assigned projects. Account Managers serve as the primary source of communications regarding day-to-day assigned project deliverables between client and account team. Primary activities include project management, communication trafficking, weekly status updates, timeline monitoring, budget management, delegation, and review of coordinator and administrative activities for specific tasks that are assigned. Job requirements also are to believe in, live, and communicate our corporate Core Values

**Key Roles:**

- Focuses on developing client relationships
- Ensures flawless project execution
- Leads day-to-day project activities
- Manages project scope (budget, timeline)
- Contracts and manages external resources

Responsibilities

- Serves as the point person for all publication plan document maintenance (pub grids, key message documents, etc)
- Manages all daily activities for individual projects, including abstracts, posters, slides, manuscripts, and platform presentations to ensure flawless execution
- Generates meeting status reports that address timelines and project details
- Ensures that communications with clients are timely and accurate
- Coordinates client approval and release of publications ensuring delivery, placement, timing, and submission of publications (ie, abstracts, posters, manuscripts, etc)
- Manages vendors (internal and external), including freelancers (graphics, print) to keep projects on time and within budget
 - Drafts Project Scope Forms for freelance writers and medical editors
- Orders and downloads requested reference materials
- Monitors and ensures that timelines, milestones, and budgets match scope of service
 - Alerts staff on altered project scope, as needed and prior to work being completed. Assists in outlining unscoped work and determining hours required to perform the task
 - Manages and regularly reviews project financials and creates end- of-project reconciliations
- Manages the invoicing process with internal and external accounting departments
- Demonstrates basic understanding of disease states, journal guidelines, and congress requirements
- Attends and may lead publication work group (PWG) meetings

Requirements

- Bachelor's degree (Life Sciences degree a plus)
- 2+ years project management job experience, preferably in the healthcare communications industry
- Demonstrated computer experience: MS Office (Excel, Word, PowerPoint, Outlook,)
- Graphic and/or print production knowledge a plus
- Medical publications experience preferred
- Ability to understand at a foundational level the therapeutic area of assigned accounts
- Solid written and verbal communication skills
- Strong time and project management skills with the ability to prioritize multiple tasks
- Good judgment
- Ability to travel (may be required)
- Learns and adheres to:
 - Good Publication Practice for Pharmaceutical Companies (GPP3) Guidelines
 - International Committee of Medical Journal Editors (ICMJE), PhRMA, FDA, and OIG guidelines
- Occasional travel may be required

This job description describes the general nature and type of work to be performed by an employee in this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of a person in this position.