

Project Manager eCOA - Operations

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Company: Signant Health

Location: Romania

Category: business-and-financial-operations

Project Manager eCOA - Operations

Romania Req #2560 Friday, March 22, 2024

Are you ready for the Most Impactful Work of Your Life?

Working at Signant Health puts you at the very heart of the world's most exciting sector - a high-growth, dynamic company in an extraordinary industry. We're radically changing the clinical trial landscape, driving change through the technology and innovations we create and the services we deliver to our customers.

Where do you fit in?

We're on the hunt for a new **Project Manager eCOA** responsible for the planning, execution and completion of projects considering budget, timelines, resources and task management. The Project Manager will communicate in a transparent and timely manner with the assigned Signant Health clients and internal stakeholders; and will manage project risks and ensure timely resolution while reporting out on project status with the appropriate internal and external stakeholders.

Want to join the Best Team of Your Life?

We're looking for people who are excited by the potential to make a difference in the world. You don't need to have a clinical background to thrive at Signant. You need to be decisive, open to celebrating mistakes, able to communicate transparently and inclusively, and someone your team can count on. Most of all you need to be yourself!

As part of our team, your main responsibilities will require you to:

Manage and lead the initial project delivery tasks, including, but not limited to the

software development lifecycle (SDLC) of Simple to Medium complexity studies.

Ensure project systems are built and released in accordance with client expectations inclusive of leading the project system change control process.

Support the implementation of complex, multi product projects as needed.

Manage projects in accordance with established timelines, budget, quality standards, and/or contractual requirements.

Review, approve and maintain project and corporate systems and documentation.

Handle client escalations independently and work with internal and client teams to resolve. Escalate as appropriate in a timely manner.

Take Responsible for quality of communication with client - cadence, content and audience. Serves as the primary contact for customers on assigned projects.

Account for financial health of the assigned projects. This can include vendor services, licensing, payments, invoicing, devices, resource assignments and vendor management activities.

Collaborate with other functional areas for project delivery to ensure timelines and client expectations are met within budget.

Responsible for identification and documentation of Incident Reports with Quality Management group. (Inclusive of Client Notification and Closure)

Responsible for reporting of project status updates.

As a Project Manager, the employee is expected to recognize the importance of and to create a culture of process improvement with a focus on streamlining our processes adding value to our business and meeting client needs.

As a member of staff, the employee is expected to embrace and contribute to our culture of process improvement with a focus on streamlining our processes adding value to our business and meeting client needs.

Responsible for compliance with Company Procedures in support of client deliverables.

Recognize, exemplify and adherence to the company values which center around our commitment to People, Clients, and performance.

You'll need to bring:

Bachelors' degree or equivalent or relevant experience

Understanding of the software development life cycle and the specification and configuration of software products

Ability to multi-task and work with multiple team members

Excellent time management, communication (oral and written), and organizational skills

Attention to details, and first-time quality delivery, orientated

Solid MS Office Suite experience – Word, Excel, MS Project, PowerPoint

Ability and experience of direct project activities and ensuring customer satisfaction while understanding and adhering to the study budget

Ability of speaking in front of diversified and/or large audiences

Ability to communicate and engage effectively with all levels of the organization and have excellent written and spoken English skills

Experience in a Project Management role OR equivalent

Initiative and ability to work independently as needed

We'd be thrilled to hear that you also have:

Background in Pharmaceutical, Medical education and/or CRO

Experience of clinical trials/pharmaceutical industry/life sciences

Ability to travel for business trips (overnight business trips could be expected quarterly)

Experience/understanding of the clinical research environment and GCP principles is preferred

PMP or equivalent certificate.

And finally, here are the ways of working that will help you succeed at Signant:

Keeping yourself up to date with the latest technical trends in engineering, professional services, agile processes, and project management disciplines, with the ability to drive learning within projects to their teams.

Strong interpersonal and communication skills, both verbal and written.

Does this sound like the Best Work of your life? Then we'd love to hear from you!

To apply, please submit your CV. We will begin reviewing submissions during the application period and will fill the vacancy as soon as a suitable candidate is identified.

Please note that Signant does not accept unsolicited resumes from Third Party vendors.

#LI-AG1

At Signant Health, accepting difference isn't enough—we celebrate it, we support it, and we nurture it for the benefit of our team members, our clients and our community. Signant Health is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or veteran status.

Other details

Job Family Operations - GPM

Job Function TMP-External Project/Program Management

Pay Type Salary

Employment Indicator Regular

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