

# Colombia Jobs Expertini®

## Project Manager

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Company: Cytel

Location: Colombia

Category: business-and-financial-operations

Cytel provides unrivaled biostatistics and operations research knowledge to our customers in the life sciences industries in the form of both software and services. At Cytel, we work hard to create successful careers with significant professional growth for our employees, as a result of which they work hard to make Cytel successful. Cytel is a place where talent, experience and integrity come together to advance the state of clinical development.

The **Project Manager** leads and manages independent projects of moderate complexity, on all operational and financial aspects.

### **JOB RESPONSIBILITIES:**

In a matrix fashion, lead and manage the project team, in planning and executing the project to meet contractual quality, timeline, and budget expectations and specifications.

Actively manage client communication, interaction, and satisfaction.

Actively and proactively manage project timelines, scope and budget, including changes during the life of a project. Ensure all relevant project documentation is up to date and follows SOP and other relevant regulations.

Actively manage project financial performance, to achieve profitability target, and report status and outlook (including revenue, invoicing and forecasting).

Communicate status of timelines, scope and budget to the sponsor and to Cytel management.

Act as primary point of contact for assigned customers for general project aspects, especially,

relating to scope, timeline, budget and quality.

## **QUALIFICATIONS:**

**Education:** Bachelor's degree required

### **Experience:**

Two or more years relevant work experience in clinical trials, related to Biostatistics, Statistical Programming, or Clinical Data Management.

1-3 years of Project Management experience or equivalent

Experience managing business operations for clinical trials

### **Skills:**

Excellent communication and influencing skills

Leadership skills, including the ability to build effective teams, motivate others, and delegate effectively

Basic knowledge of Project Management Principles and Methods

Strong financial management skills

Structured approach to problem-solving, well organized and systematic

Strong working knowledge of MS Office tools

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