

JOB DESCRIPTION

TITLE:

Senior Project Manager, Scientific Communications - Contractor

REPORTING RELATIONSHIP:

Head of Medical Affairs

SCOPE:

As a critical member of the Medical Affairs team, the Senior Project Manager, Scientific Communications Contractor is responsible for the strategic planning and execution of high-quality scientific communication deliverables.

KEY RESPONSIBILITIES:

- This individual will work cross-functionally to drive the overall scientific communications strategy. Develops and implements strategies that provides scientific knowledge, efficiencies and transparency in managing a portfolio of projects.
- Provide scientific communications expertise and leadership for assigned products, including the development of publications, slide decks, medical symposia, and training materials and IST oversight
- Ensure that submitted materials are developed in a manner consistent with Sumitomo Dainippon Pharma Oncology's SOPs and other relevant guidelines.
- Leads cross-functional team meetings and drive the timely production of scientific communications materials.
- Manage external vendors and ensure that all materials are developed in a cost-effective manner consistent with the strategic thinking for a given product
- Ensure that deliverables are accurate, compliant, balanced, and of the highest quality
- Acts as a leader in developing, optimizing and implementing SOPs, tools dashboards, reports and processes that enable optimal execution of business infrastructure and operations particularly in a distributed and electronic working environment.
- Manages day to day key projects and aids in the operations for a key partnership working closely with their internal organizations and external/internal customers to support new project, processes and products.
- Leads efforts in continuous improvement and enhancement of project management, strategic and operational tactics within key partnership.
- Devising new strategic business processes and operational procedures to support present and future business line needs, including virtual working practices and tools in support of enhancing virtual work environments.
- Develops, advances, and executes projects/programs that leverage the lean agile methodology to deliver incremental value and meet strategic objectives.

PROFESSIONAL EXPERIENCE / QUALIFICATIONS:

- Advanced scientific degree (PharmD, PhD)
- 5+ years recent industry experience (i.e. Pharmaceutical, Biotech or Medical Device company, Contract Research Organization (CRO), Medical Communications Agency) in Scientific Communication and Publications.
- Strong understanding of Scientific Communications and Publications.
- Knowledge in Oncology or a related therapeutic area a plus.
- Must have demonstrated experience leading and managing projects. Formal project management experience is preferred
- Must have excellent communication, organizational and human relation skills. Ability to work collaboratively with multiple disciplines, i.e., executive, physician, administrative, supervisory, and scientific staff.
- Excellent decision-making and judgment capabilities.

Job Location: Cambridge, MA

Please send resumes to talentacquisition@bostonbiomedical.com

Equal Opportunity Employer

California residents, please visit www.SDPONcology.com/CAprivacynotice for information on our privacy practices.