

We are growing, grow with us!

PharmaLex is one of the leading service companies for the Pharmaceutical Industry globally and is specialized in all aspects of drugs and medical devices approval, of the market development and any action of effective product maintenance.

As our company continues to grow, we are looking for an assistant to support our Manager, Project Operations and help with our marketing needs. Are you looking for a dynamic company with daily new challenges and opportunities? Then PharmaLex is your career opportunity!

(Sr.) Specialist, Project Management

Location: Frederick, MD, USA (possibility of remote work)

Your Job

- Support the Manager, Project Operations with administration of Enterprise Resource Planning (ERP) system
- Facilitate project kick-off activities including, but not limited to, project set-up in ERP, development of workplans, and project resourcing
- Monitor employee utilization, billable hours and revenue generated to identify trends or risks
- Create and deliver project status reports to clients on regular basis
- Review of timesheets for errors
- Assist with tracking paid time off for resource availability
- Assist with internal cost tracking and reporting
- Point of contact for internal staff, when Manager, Project Operations is out of office
- Prepare notes/minutes and action items from relevant meetings and distribute accordingly
- Update Customer Relationship Management (CRM) system with current client opportunities and leads
- Assist with CRM data cleaning and updates
- Provide internal review of proposals, Statements of Work (SOWs) and other documents for consistency and accuracy
- Support development of marketing materials
- Track and proofread (for grammar and format) project summaries and reports
- Assist with document organization and management

Your Profile

- Bachelor's degree in Business, Project Management, or Life Science
- Science or biology background is preferred
- Proficiency in Microsoft Office, especially experience with Excel using pivot tables and graphs
- Ability to learn new technology quickly
- Time management and organizational skills
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Experience with CRM system Salesforce is preferred
- Experience with MS Dynamics is helpful
- Strong customer service focus
- Basic accounting skills and familiarity with social media platforms, such as LinkedIn

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Please send your resume to humanresources@biostatsolutions.com