



PROJECT MANAGER (CONTRACT)

JOB TYPE	Individual contributor, mid level
COMPANY	Performance-based Training Company
APPLY TO	resumes@performdev.com

Position Summary

The Project Manager is responsible for planning, executing, and finalizing highly creative learning solution projects with determined deadlines and a specified budget according to an approved design document. This consultant position is within the pharmaceutical industry, specifically within the Sales Training, Sales Leadership, and Commercial Operations departments.

Responsibilities

The Project Manager will:

- Develop a project plan to support the imperatives of the business, the goal of the project, and the design of each deliverable
- Assume responsibility and accountability for on-time, on-budget delivery
- Align stakeholders, sponsors, and internal/external project resources to the project scope
- Execute the project against a provided design with a “vendor model” project management style
- Manage off-shore relationships (time barriers, language barriers)
- Serve as a single point of contact between team members, stakeholders, and the vendor
- Adhere to and advocate the processes, methodologies, and templates

The Project Manager can:

- Maintain strong internal client relationships
- Manage multiple projects/priorities with strong analytical capabilities to understand gaps or redundancies and make recommendations/decisions accordingly
- Exhibit strong professional development skills, including leadership, organization, and time management
- Discuss and apply business skills, including finance, accounting, and strategy
- Demonstrate advanced proficiency in written and verbal communication skills

Requirements

Education & Experience

- Bachelor’s degree in Business Administration, Education, or a related field
- Master’s degree in Instructional Design, Business Administration, or a related field
- Minimum 3 years managing the design and delivery of custom blended-learning solutions
- Minimum 5 years in a project management capacity, including all aspects of the development, execution, and finalization

General Knowledge and Skills

- Solid working knowledge and past experience using Microsoft Project
- Understanding of the standards of the Project Management Institute
- Proficiency using scheduling, productivity, and communication tools including GANNT charts
- Competent understanding of Learning Management Systems, such as SABA