

ABOUT ENTRADA

ENTRADA leverages the power of research, strategy, design thinking and custom technology to bring new solutions and strategies to our life science customers.

Entrada is a small boutique firm with less than 20 employees. We are rooted in entrepreneurial leadership practices, invest in our people and our culture, and are passionate about delivering differentiated services and offerings to our clients.

We value curiosity, transparency, accountability to the company results, a commitment to personal and professional growth, and a sense of community in an all-virtual company. We lead with empathy and trust and encourage regular feedback between peers.

JOB TITLE: Senior Project Manager

The Senior Project Manager is responsible for working on complex projects and related work streams across multiple client accounts. Working in partnership with the Client Experience, Strategy, Technology, and Creative teams, you will drive implementation of digital, data driven marketing initiatives and projects that may include market research, workshops, design thinking immersive experiences and more. The Senior Project Manager is an investigative thinker and leader who steers the team to deliver the highest quality work on-time and on-budget. Entrada Project Managers are dedicated, process-driven, detail-oriented, problem-solvers who look to grow in their career as they master the required skill sets and drive efficiencies for their teams.

The ideal candidate will have 4-8 years' experience working as a key member of a project management team and possesses a desire to continually drive efficiencies that lead to high quality delivery. You are a quick learner who works methodically, excels in time management, and has the ability to take projects from start to finish within tight deadlines and a fast-paced, small company environment. This position may have client facing responsibilities.

This position reports to the Director, Finance and Operations.

Responsibilities:

Project Management

- Develop/revise and track project plans. Report project progress/status on a regular basis to the client experience team management, and assigned team members
- Facilitate collaboration and communication between creative, production, technology, and client experience functions to coordinate on-time completion of deliverables
- Coordinate all project phases, including initiation, planning, design, development, testing, launch, and post-completion debrief
- Act as primary point of contact and project leader, aligning all projects across key departments for approval
- Maintain digital records of creative and programmed assets within file repository to avoid version control issues
- Collaborate with the design and technology teams to facilitate a seamless file transfer of packaged creative files to initiate programming
- Facilitate the submission process, by preparing and submitting assets for approval within the medical/legal review process (as determined by brand and client)
- Oversee/manage periodic status reports (internal and/or client) and alert team to any risks and/or delays in timing immediately as they occur
- Proactively monitor changes to scope/timing and collaborate with the client experience team to create a change order if needed

- Be responsible for overall project health and profitability in conjunction with the client experience team
- Identify issues and risks facing the project, and work with appropriate personnel to develop and implement solutions
- Review employee time entries against project budgets and notify the account team of any budgetary risks
- Communicate project needs and requirements to outside vendors and partners
- Ensure client deliverables meet internal quality standards before proceeding to client review or launch
- Interface with clients by participating in client meetings, and/or conference calls; present timelines and project plans to internal and client teams
- Partner with department leads to assign resources for projects, as well as alert department leads to any potential risks in allocation
- Ability to work with the lead team members; project plans often need revisions, and the Senior Project Manager needs to align the team to reach the goal of completing the project on time and on/ under budget

Required Skills and Experience:

- Minimum 4-8 years of project management experience, including minimum of 2 years with direct project management experience in biotechnology or pharma industries, is required
- Proficiency with SharePoint, Microsoft Teams, MavenLink and other PM management workspace collaboration tools.
- Proficiency in Microsoft Project for timeline creation
- Knowledge and experience in digital platforms and applications is required (Including understanding of web domains, URL's, HTML web tracking information and Google Analytics)
- Excellent computer skills, high proficiency in Excel is necessary
- Capacity to monitor and address scope creep against the defined scope of work
- Ability to interface with Clients in a customer service role

Required Traits and Abilities:

- Superb time and task-management skills
- Analytic mind with a passion for numbers
- Excellent people skills and the ability to work with a wide range of personalities
- The ability to be the voice of reason in a fast-paced environment and make logical decisions is expected
- Excellent communication and collaborative skills
- Self-sufficiency and an openness to improvement
- Excited about and capable of creating new processes where there are gaps

Desired Skills and Experience:

- Experience in pharma/healthcare is mandatory
- Med/Legal/Regulatory submission experience is mandatory
- Experience in digital CRM and Email marketing – a strong advantage
- PMP certification is a plus, but not required
- Understanding of technology database structures – an advantage
- Experience in Med/Legal/Regulatory platforms (Veeva, Zinc) is an advantage