HealthLogiX

Title: Project Manager/Coordinator

Location: 99 Cherry Hill Road, Parsippany, NJ

Job Type: Full Time

Start Date: 2/22/2016

Job Description:

HealthLogiX, a Parsippany, NJ based full service Medical Education Company seeks a Project Manager/Coordinator to join its growing company. This energetic individual will serve as an integral member of the project management team, responsible for supporting account team members with the delivery and tracking of a range of promotional and non-promotional medical communications projects. This is a fantastic opportunity to utilize your organizational skills and develop a career in account management while learning about the world of medical communications. You will liaise with internal team members, clients and key opinion leaders, so relevant professional work experience is preferred.

Our dynamic department is looking for someone who can work independently, as well as part of the team with a positive attitude. The candidate should be motivated to grow as an individual while contributing positively to the success of the company. This job is ideal for a recent college graduate who wants to get started in marketing or project management and has the qualifications noted below, or a seasoned professional who has worked in a marketing or pharmaceutical services role, who is familiar with these job functions. Training will be provided on the specific responsibilities and duties noted below.

HealthLogiX offers a great benefits package and many opportunities for career advancement within the Project Management Department.

Primary Responsibilities:

- Implement various tactical programs
- Provide excellent customer service to clients, faculty and program attendees
- Manage physician contracting process
- Schedule team meetings
- Create and update timelines
- Interact with key personnel, including the following: meeting planners, project team and vendors to meet project objectives
- Keep organized, up-to-date project and network folders
- Continually monitor recruitment and project status
- Coordinate communication with attendees, moderators and faculty
- Perform administrative tasks associated with day to day project details
- Check all information for accuracy
- Problem solving, including the following: early identification, situation analysis, developing alternative solutions, providing feedback and communicating appropriate action plans
Qualifications:

- Education: College degree
- Project management experience (including creating and maintaining timelines, project grids, coordinating team meetings, delivering action items)
- Working knowledge of Microsoft Word, Excel and PowerPoint. Strong experience with Microsoft Excel is preferred.
- Customer service skills, such as strong communication, responsiveness, and time management.
- Ability to work within tight timelines to meet all client expectations.

Application Instructions:

Submit qualified resumes to amiller@hlxusa.com. No phone calls please.

About the Organization:

HealthLogiX is a premier medical education partner for pharmaceutical and medical device clients. Founded in 2003 by industry veterans each with over 20 years’ experience in the field, the company is an industry expert in collaborating with clients to build and execute impactful medical education strategy. HealthLogiX offers a complete suite of services including strategic planning, scientific platform development, content creation and delivery, execution of impactful live and virtual events and Key Opinion Leader (KOL) identification and management. All of these services are supported by HLX’s proprietary software platform, anchored by VisionMetricsTM and the Access Compendium. We are an equal opportunity employer.