



1560 Sherman Ave. · Suite 410 · Evanston, IL 60201 · ph. 847 · 733 · 8410
info@extendmed.com · www.extendmed.com · fax. 847 · 733 · 8450

ExtendMed Program/Account Manager

Would you like to work at a company where you have direct, daily access to senior management?

Are you looking to make an impact on life sciences companies by advancing their clinical engagement for the benefit of patients?

Description

ExtendMed streamlines the execution of education and research collaboration to health care professionals around the world. We help pharmaceutical companies, medical communications firms, and medical associations reach the right health care professionals at the right time, online. Our work environment is fast-paced and challenging.

This full-time position will be responsible for the management and oversight of assigned client projects. The position will work closely with internal staff and external stakeholders. The ideal candidate will demonstrate focus, impeccable team skills, and be comfortable working on projects and mentoring colleagues concurrently. He or she will have a positive spirit and the ability to thrive in a performance-driven and fast-paced work environment.

Responsibilities:

- Understand all aspects of business operations, project implementation and client management
- Manage external and internal resources to build a trusted team environment for on-time project delivery with the highest outcomes
- Use internal project management systems (e.g., Basecamp, Jira, and Sharefile) and processes to support client projects; ensure all business-critical deadlines are met for each program
- Demonstrate competence in executing virtual industry programs (symposia, advisory boards, training, medical education)
- Produce, manage and circulate key communications (e.g. weekly status reports to key stakeholders)
- Assert knowledge of the AMA, OIG and PhRMA guidelines; ensure compliance requirements are followed throughout the project life cycle
- Demonstrate skills in developing project proposals/RFP's and budgets
- Cultivate thought leader relationships for existing and future client programs
- Consistently deliver service that exceeds customer expectations
- Identify new opportunities and leads for new business development
- Apply excellent written and verbal communication skills to your project work
- Prepare and maintain a budget throughout the project life cycle; conduct regular 'health checks' to ensure positive cash flow



1560 Sherman Ave. · Suite 410 · Evanston, IL 60201 · ph. 847 · 733 · 8410
info@extendmed.com · www.extendmed.com · fax. 847 · 733 · 8450

Requirements

- Qualified applicants will have four or more years of experience in the medical education or medical communications industry in a project management/program management or account services capacity
- Strong tactical project execution experience
- Ability to travel on-site to manage meeting requirements and onsite staff
- BS or BA degree in business, life sciences, communications or related discipline.
- Excellent written and verbal communication skills,
- Individuals must be strong at managing multiple projects at once, making sure deadlines are met, and budgets are maintained

Interested? Contact Amy Ravi, aravi@extendmed.com.