

Project Manager, Client Services

Come join a growing team of bright colleagues committed to providing excellent service for healthcare research projects! SurveyHealthcareGlobus is a Global market research firm, with locations all over the world including branches in Idaho, New York, the UK and Sarajevo. SHG supports Healthcare market research by connecting researchers to our panel of over 2 million qualified healthcare professionals and overseeing the success of their projects.

Job Summary:

Project Manager's role is to plan, coordinate and execute project activity in order to meet client deadlines. Project Managers direct project activity, review questionnaire, and report daily activity and invoice. Data collection related to market research is a primary responsibility along with maintaining active communication with internal staff and external clients.

Benefits:

This is an opportunity to become part of a field that is rapidly growing. SHG offers frequent opportunities for advancement, continuous learning opportunities, PTO, supportive staff culture and an full benefits package.

Qualifications and Skills:

- Proficient in Microsoft Suite, specifically Excel, Outlook and Teams
- Positive "Can Do" Attitude
- Good verbal and written communication skills
- Open to coaching and constructive criticism.
- Excellent attention to detail

Principal Duties and Responsibilities:

- Manage day-to-day project related inquiries, ensuring timely response and insight.
- Effectively communicate and collaborate with teammates and clients.
- Ensure that projects are resources and implemented correctly and on time.
- Invoicing