

Does your heart lie in Pharma, and your soul yearn for a new challenge?

Are you a proactive and communicative team player with proven project management skills?
Are you an excellent organiser and ready to use your enthusiasm and professionalism to wow our clients?

Then join us and put your mind to the test!

We are a successful **medical communications agency** with offices in Switzerland and the UK, employing over 60 people. We have a 20-year track record in providing a complete range of contemporary medical writing, strategic business and marketing services to the pharmaceutical industry. We are looking for a highly motivated and client-oriented

(SENIOR) PROJECT MANAGER (100%)

to join our team in Switzerland. This is a fantastic opportunity to join a forward-thinking independent company with a culture that encourages and rewards initiative, resourcefulness and enterprise. Our company ethos is driven by **quality and trust**, all our team members are highly valued and have an active role within the company.



RESPONSIBILITIES & OBJECTIVES

- Take ownership and drive delivery/execution of complex projects, including conferences, expert meetings, organisation of certain aspects of clinical studies, and patient registries
- Develop and coordinate the production of medical/marketing materials, such as booklets, flyers, and websites
- Manage projects, including administrative tasks, logistics, and communication with clients, investigators and other external parties
- Support the project team in the preparation of proposals, budget monitoring and invoice management



YOUR PROFILE

- Proven organisational skills with attention to detail and solution-oriented approach
- Project management experience with previous exposure to the pharmaceutical industry an advantage
- Proactive personality with excellent communication skills and able to take initiative and responsibility
- Experience in communicating to medical experts would be beneficial
- University degree, or commercial education (KV) with basic understanding of medical sciences
- Fluency in English, both written and spoken; German and/or other languages are beneficial
- Very good working knowledge of MS Office
- Willingness to occasionally travel to client meetings and congresses



BENEFITS

- Competitive remuneration package and performance-based annual bonus
- 30 days holiday
- Open, supportive and highly professional environment

If you are searching for a role where you can make a difference, then please send your CV and covering letter to Sandra Metzger Hamilton, Human Resources Manager, at sandra.metzger@nspm.com call +41 41 379 79 06 for an informal discussion.

Applicants who apply to nspm directly will be given priority over those applying via a recruitment agency.