

We are a successful **medical communications agency** with offices in Switzerland and the UK. We have over 20 years' experience in providing a complete range of medical writing, event management and strategic and marketing services to the pharmaceutical industry. We are looking for a talented and ambitious

(ASSOCIATE) PROJECT MANAGER

to join our team in **Cheadle, Manchester, UK**.

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

This is a fantastic opportunity to join a forward-thinking independent company with a culture that encourages and rewards initiative-taking, 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

- Supporting the organisation and execution of projects, including client meetings, congresses, standalone meetings, advisory boards, websites, registries, etc.
- Providing support for speaker arrangements, including general communication, preparation of briefing documents and contracts, logistical arrangements
- Coordinating the production of medical/marketing materials, such as booklets, flyers, and websites
- Supporting in the preparation of proposals, budget monitoring and invoice management
- Liaising and building trusting, professional relationships with clients and suppliers under the supervision of experienced project managers



YOUR PROFILE

- Excellent organisational skills with attention to detail and a solution-oriented approach
- Fluency in English, both written and spoken, fluency in German is beneficial
- Very good working knowledge of MS Office
- University degree
- Project management experience and experience in communicating with medical experts would be beneficial
- Willingness to travel occasionally to client meetings and congresses



BENEFITS

- Competitive remuneration package and performance-based annual bonus
- 30 days holiday
- Flexible working time
- Open, supportive and dynamic environment
- Excellent opportunities for training and personal development

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, HR Manager, at HumanResources@nspm.com or call +41 41 379 79 06 for an informal discussion.

Office Switzerland: nspm Ltd, Luzernerstrasse 36, 6045 Meggen, Switzerland

Office UK: nspm UK Ltd, Cheadle Institute, 1 Cheadle Green, Cheadle, Cheshire SK8 2BD, UK

⇒ new address as of 1 September 2020: nspm UK Ltd, Abney Hall, Cheadle, SK8 2PD, UK