

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

## PROJECT MANAGER (100%)

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

- Organising and running of projects, including client meetings, congresses, standalone meetings, advisory boards, websites, registries, etc., including support in issuing and tracking budgets under the supervision of a more experienced person
- Developing and coordinating the production of medical/marketing materials, such as abstract books, invitations, congress folders, signage, give-aways, educational tools and websites in line with the client's corporate identity and communication strategy and codes of practice
- Setting up registration databases and supporting participant management
- Managing speaker arrangements, including general communication, preparation of briefing documents and contracts, logistical arrangements, etc.
- Liaising and building trusting, professional relationships with clients and suppliers, learning to anticipate their needs



### YOUR PROFILE

- Excellent organisational skills with attention to detail and a solution-oriented approach
- 2-3 years' project management experience, ideally within the pharmaceutical industry and/or experience in communicating to medical experts
- Able to work under pressure and to deliver within tight timelines
- Proactively take responsibility for work assignments and personal development
- Fluency in English, both written and spoken, other languages are beneficial
- Very good working knowledge of MS Office
- University degree



### 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, Human Resources Manager, at [HumanResources@nspm.com](mailto:HumanResources@nspm.com).

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