

## Project Manager, Professional Services – Full Time Permanent

Job Reference	R70291
Job Title	Project Manager
Location	Boston, USA
Salary	£ Competitive dependent on experience
Benefits	Healthcare, 401K, Bonus plan, 20 days annual leave
Hours	Full Time, Permanent

### The Company

SciBite Limited is a multi-award-winning life-sciences technology company based in Cambridge UK which is transforming the way life science organisations handle text and documents. Our semantic deep-learning solutions understand the complexity and variability of content within Life Sciences yet are still simple to use. We can quickly identify and extract scientific terminology from unstructured text and transform it into valuable machine-readable data. Our tools are flexible and versatile, facilitating use by both end-user scientists and integration into 3rd party applications. Our team of expert software engineers and data scientists are at the forefront of the latest developments in AI, such as ontologies, knowledge graphs and machine learning. You'll get to work directly with Elsevier's world-leading set of resources, literature, and databases and SciBite's semantic text analytics technology – a formidable combination that exists nowhere else.

### What Makes Us Different

Joining us means that as well as a highly competitive salary and fantastic benefits package, but it's also an opportunity to work somewhere with a different philosophy. At our heart, we're excited by the possibilities for our technology and embrace new use-cases and ideas. We don't stick to a rigid architecture but encourage the use of the right technology for the right problem, looking to all our developers for input and inspiration. Above all, you'll be directly shaping the cutting edge of informatics and drug discovery with some of the world's major pharma and life science companies. The working environment is relaxed and welcoming, and you'll be encouraged to take ownership of key projects and explore ideas and technologies.

### The Role

Our customers are central to everything we do at SciBite. The Professional Services Team's top priority is to ensure our customers (both new and old) are able to clearly demonstrate and quantify value from their investment with SciBite; this includes effective planning, deployment, maintenance and future-proofing of the solutions they license. The successful candidate will work closely with the commercial and technical teams at SciBite to deliver novel projects supporting customers to implement and

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utilise SciBite's innovative software. The candidate will facilitate and manage cutting edge projects with a dynamic and collaborative team.

### **Duties**

The main duties of this role include:

- Lead and manage multiple projects across the SciBite product suite.
- Develop the overall project plan(s) including timelines, resource planning, risk/issue management and reporting.
- Manage day-to-day operational aspects of a project and take ownership and responsibility for risks and issues.
- Develop, maintain, review all project documentation and artifacts including status reports and project schedules to share with stakeholders.
- Arrange regular project meetings, capturing and sharing meeting minutes and actions with project teams and updating project plans.
- Conduct project closure procedures including completion of lessons learned, reporting, and actions.
- Deliver assigned projects on schedule, to a high standard and within the defined success criteria.
- Develop and maintain an understanding of SciBite technologies, the latest industry trends and how these apply to the project portfolio.
- Maintain positive collaborative relationships with all internal and external project stakeholders, and act as a primary liaison between customers and cross-functional teams within SciBite.
- Review, assess, and suggest useful and effective project management methodologies, processes, standards, and tools.

### **Qualifications/Skills/Experience**

- Bachelor's Degree with 3+ year's experience managing projects and/or customer accounts from initiation through closure.
  - Proficient in Microsoft Office (PowerPoint, Excel, and Word)
  - Proven experience in and understanding of the Life Sciences / informatics market, preferred but not essential.
  - Experience of managing successful customer projects and knowledge of various technologies in support of these.
  - A customer-focussed team player / self-starter with the ability to work using own initiative.
  - Experience of working under pressure and with minimum supervision
  - Punctual with effective time-management and prioritisation skills
  - Ability to identify problems and apply creative solutions.
  - Excellent written, verbal, interpersonal, presentation and demonstration skills
  - Genuine interest in technology and the desire to continue learning to drive career development.
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### Preferred Qualifications/Skills/Experience

- Bachelor's degree with 3+ years of experience in project management
- PMP or PRINCE Certification is preferred but not necessary.
- Experience using project management tools (e.g. Asana, Smartsheet, Jira, Basecamp, Wrike, etc.)
- Experience in the life science industry in operations, solutions consulting, professional services.
- Ability to work in the Cambridge, MA office 3-4 times per month.
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### What We Offer

A career at SciBite comes with the chance to help tackle real-world challenges of some of the biggest companies in biomedicine and beyond. Coupled with that comes competitive salary, a fantastic benefits package, and the chance to work in an environment that encourages innovation and personal development. Most importantly, working at SciBite offers a chance to enjoy working in a close, friendly team where your contributions really make a difference.

If you're excited by innovation and want to join a company that's breaking new ground and growing quickly, please apply at [careers@scibite.com](mailto:careers@scibite.com) quoting the position reference above.

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