

**Xelay Acumen Group, Inc.
Project Manager**

Company Description

Xelay Acumen Group, Inc is a strategy and management consulting firm serving biotechnology, pharmaceutical, and health care provider clients. Our engagements focus exclusively on high value-add for our clients' most critically important issues and challenges. Xelay Acumen strives to be the leading healthcare strategy and management consulting firm focused on enabling distinctive success for innovative products that matter. We deliver extraordinary results for our healthcare clients by attracting and developing talented high potential team members.

At Xelay Acumen Group, Inc., our people are excited to help clients address their most pressing issues and challenges. We leverage the flexibility and expertise of our diverse network and organization and bring to bear an unparalleled combination of skill sets: strategic problem solving, rigorous analyses and methodologies, and clear and concise communications to bring about uniquely extraordinary results.

Position Description

Xelay Acumen Project Managers are a diverse group of highly qualified people with a wide range of backgrounds, from hard science to literature. Offering challenging responsibilities, broad business exposure and unrivaled career prospects, Xelay Acumen's Project Manager is responsible for creating and overseeing the detailed plan (including budgeting the time, resources needed, and assignments) and implementation of an entire project. Their duties include setting deadlines, providing feedback, and communicating with upper management and clients about the status of the project, and ensuring all deadlines for certain projects are met.

Responsibilities

The Project Manager role is a full-time position to support, advise on, and implement key strategic initiatives, support strategic analyses of clinical, medical, and market data within the biotechnology, pharmaceutical, and health care provider industry, and collaborate with client and team members to accomplish project engagement goals and objectives. Responsibilities include:

- Planning
 - Develop project plans that identify resource and budgetary needs
 - Coordinate and manage project tasks and deliverables
 - Monitoring projects and overseeing to ensure goals are met
 - Evaluate potential problems and recommend solutions
 - Develop a detailed project plan to monitor and track progress
 - Develop comprehensive project plans to be shared with clients as well as other staff members

- Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels
- Perform risk management to minimize project risks
- Communication
 - Supervise current projects and coordinate all team members to keep workflow on track
 - Track and report project status, concerns, and next steps to senior management
 - Manage deadlines and push the team to ensure timeliness
 - Meeting with stakeholders to discuss program status and goals

Desired Qualifications

- Project management
 - Strong project management skills
 - Proven working experience in project management
 - Excellent client-facing and internal communication skills
 - Excellent written and verbal communication skills
 - Solid organizational skills including attention to detail and multitasking skills
 - Excellent communication skills, both written and verbal; Deep/expert experience with PowerPoint presentations
 - Experience in consulting firm, market research firm, or financial analysis work strongly preferred
- Other requirements
 - Full-Time
 - Ability to relocate to the SF-Bay area
 - Must be able to work in person within an office setting (not remote)
 - Ability to work well in teams
 - Strong desire and openness to learning and trying unconventional approaches
 - Values development feedback to learn new skills and learns new skills quickly; receives feedback well and is thankful and grateful for the other person's investment
 - Flexible & creative, with a collaborative work style. Ability to establish / maintain effective working relationships. High-energy, self-motivated, and organized
 - Degree requirements: Bachelor's or Master's degree in Business, Project Management, or related fields

Interested parties should apply via
<https://www.surveymonkey.com/r/XelayAcumenCareers>

For more information, visit: www.xelayacumen.com or find us on LinkedIn and Facebook.