Downloaded from <https://www.velvetjobs.com/job-descriptions/manager-associate-director>

# Example of Manager / Associate Director Job Description

Our innovative and growing company is searching for experienced candidates for the position of manager / associate director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager / associate director

* Support early risk identification and development of mitigation strategies
* Work in close collaboration with the project management team to identify potential timeline opportunities and risks
* Ensure effective communication throughout organization about Accelerando process
* Responsible for management and communication of benchmarking data on Accelerando process, including metrics
* Take a lead role in the development and management of the regional partner program, covering advisory firms, implementers, value add software vendors, and technology vendors
* Maintain in conjunction with the ERS LOB a partner demand model and use to continuously forecast and manage staffing requirements and partner solutions
* Source new partners
* Manage existing partner bench
* Negotiate best available rates
* Oversee the flow of subcontracting work towards partners according to the strategy

## Qualifications for manager / associate director

* A minimum of 7 years of relevant pharmaceutical based experience is required
* Experience in a global matrix organization is required
* Demonstrated ability to be creative and flexible to change/improve working environment in broad context is required
* Project management experience in cross functional R&D drug development is preferred
* Operational knowledge of project management systems
* This position is located in Spring House, PA, Raritan, NJ, or Titusville, NJ and may require up to 10% travelR&D