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# Example of Scientific Project Manager Job Description

Our growing company is searching for experienced candidates for the position of scientific project manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for scientific project manager

* Manages FDA regulatory submission process
* Provides regulatory and clinical direction to development project teams as a core team member, or lead a project team
* Support the development of client/agency communications
* Assist in the development of scientific abstracts and corresponding slides/posters for presentation at live programs
* Fact-check and ensure quality control of materials
* Assist in the initiation, oversight and follow up of assigned clinical studies and medical projects initiated within the relevant therapeutic area for which the SPM carries responsibility
* Attend relevant Scientific Societies meetings and Conferences, and develop summaries of key messages for use within the Company – such as key areas of scientific/company interest, new trends in diagnosis, monitoring and treatments in the therapeutic area
* Participate in all phases of the project life cycle, attending meetings and tracking activities
* Coordinate interactions between members of taskforces, between the taskforce and relevant individuals to mediate the efficient planning, development, and execution of projects, providing clarity to team members on project tasks and schedule through their various phases
* Facilitate creation and maintenance of project information – objectives, design, schedule, budget, progress, risks

## Qualifications for scientific project manager

* Technical expertise in data analysis, data modeling, and data mining
* Strong knowledge of and experience with reporting packages (Business Objects etc), databases & master data systems (SQL, Oracle, SAP)
* Computer experience and literacy a must
* Work experience with NGS and/or microarray highly desirable
* Experience with online genomics tools and assay design highly desirable
* Experience in working within internal teams/task forces