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# Example of Scientific Project Manager Job Description

Our company is looking for a scientific project manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for scientific project manager

* Work closely with the sales team, other functions such as laboratory staff and customers to ensure the smooth progress and completion of each project
* Maintain information using in-house systems to ensure accurate status of projects
* Provide interim and final study reports to customers, managing project meetings between the customer and the in-house project team
* Maintain financial records for project work, raising invoices as required
* Responsible for project management of a large scale up-validation project to ensure products meet a high standard of quality and meet customer requirements
* Interact with cross functional groups in a productive, collaborative manner
* Ensure project plans are established with input from key stakeholders and provide regular project status and metrics updates
* Maintain an up-to-date project plan continuously checking project deliverables against the business case
* Maintain an accurate record of project budgets
* The project manager provides support in the planning and execution of observational research studies conducted

## Qualifications for scientific project manager

* Maintain a thorough understanding of the ERDF programme and the rules and regulations applying to ERDF
* Management of innovation voucher scheme advertisement, implementation and delivery
* Promotion and championing of the project, internally, regionally, nationally and internationally
* External stakeholder liaison and relationship management
* Experience of project management in a range of settings
* Experience of delivering ERDF-funded projects