

Project Coordinator, Digital Implementation

Job title: **Project Coordinator,
Digital Implementation**

Company: **Axian Consulting Ltd.**

Location: **Home-based/Cambridge Area**

Last updated: **December 2021**

Opportunity

Axian, an exciting new spin-out company, provides drug safety consulting and risk management services across the product lifecycle for global pharmaceutical, biotech, and medtech companies.

Our team is passionate about delivering innovative digital solutions for risk management of drugs for both clinical practice and trials. Our approach assures safe use of drugs and improved health outcomes and provides our clients with insights that can be harnessed to develop more effective risk management materials in the future.

We are a strong team that works hard but also has a lot of fun. We support each other and are committed to balancing purpose and profit. Our company ethos is to consider the impact of decisions on our team members, clients, suppliers, wider community, and the environment.

Position summary

We are hiring a Project Coordinator with project and client management skills to support the rollout, deployment, and support of our proprietary content management system, Axian One.

Qualifications

We are seeking an individual with 1+ year of project/client management experience gained within a digital business, to join our team. Preferred experience includes:

- Experience of working within a software company or digital department, preferably within the life sciences sector (but not essential)
- Strong digital project management skills with experience of the software development lifecycle
- Confident communicator who can establish strong, trusted relationships with client stakeholders
- Creation and management of project plans
- Generation of status reports, system analysis reports and project updates
- Daily management of project collaboration/organisational tools such as Jira, Confluence and Monday.com
- Awareness of project budgeting and assisting with analysis, risk raising and project invoicing
- Highly organised and efficient, with excellent attention to detail
- Ability to prioritise own workload, work to deadlines, and under pressure
- Proficient using MS Office tools, especially Excel and PowerPoint.

Requirements

- Bachelor's degree in a science or IT-related subject or equivalent experience
- UK work authorisation is required.

To apply, email mcassidy@axian.consulting stating the position title and enclosing your CV.