

I. SUMMARY OF POSITION

Title: Implementation Manager

Basic Function: Responsible for partnering with the project teams in the initiation, planning, execution, monitoring & closing of qualitative and quantitative market research projects.

II. DUTIES AND RESPONSIBILITIES

Initiating & Planning 40 to 50% of time

- Partner with business development team & engagement managers to ensure seamless planning process from proposal to close out.
- Write and revise proposals slides for research studies.
- Prepare backgrounders (synopses of market, research area, competitors).
- Update SOW/Work Orders.
- Complete & submit recommendations on budgets.
- Make recommendations on sampling, timeline & budget in proposal stage.
- Ensure corporate compliance is adhered to regarding incentives, consent, AE & billing.
- Ensure internal proposal tracking system is updated.

Execution, Monitoring & Controlling 40% to 50% of time

- Partner with research team and vendors to ensure successful project execution.
- Ensure internal project tracking system is updated.
- Document project progress daily.
- Timeline/Budget accountability- updating & flagged with research team & BD when issues arise & taking initiative on resolution.
- Assist in developing study materials and deliverables, including screeners, questionnaires, and discussion guided.
- Ensure all Biovid templates are updated & being utilized for each project.
- Ensure all required AE/Corp. Compliance is in place prior to field.
- Manage all client lists- alert of feasibility & quality of lists.
- Assess and evaluate project screeners and report concerns/recommendations.
- Coordinate & manage domestic and international field for healthcare marketing research projects.
- Coordinate internal meetings to discuss project milestones.
- Provide field service recommendations concerning best course of action to meet study timing parameters (terminate revisions, additional vendors, budget increase).
- Prepare administrative materials including but not limited to profile sheets, quota distribution and control, and honoraria procurement.
- Coordinate moderators, programming, data processing, advanced analytics & data entry vendors for research staff.
- Assist with graphics production and creating report templates.

- Assist with the construction of case weights to ensure sample representativeness and projectability of results.

Closing 5% to 10% of time

- Ensure all client compliance requirements are completed & logged.
- Ensure all project materials are marked final and older various versions are stored in
- Invoice reconciliation.
- Internal close out meeting & vendor close out discussion.
- Biovid Wiki entry required per project.
- Report operational learnings for future incorporation into standards.
- Perform other duties as assigned.

III. SKILLS AND ABILITIES

- Ability to handle multiple projects in a fast-paced, deadline-driven environment, as well as the ability to work with all levels of staff and management.
- Excellent organizational skills with a high attention to detail.
- Client service oriented.

IV. QUALIFICATIONS

- Bachelor's degree preferred.
- Proficiency in Microsoft Office.
- Experience in data collection preferred.
- Excellent interpersonal communication and client management skills.
- Excellent project management skills.

V: ABOUT THE COMPANY

- BioVid Corporation (www.biovid.com) is a leading pharmaceutical and medical device global marketing research and strategy consulting firm based in Bristol, Pennsylvania.
- BioVid offers competitive salaries and generous benefits packages including paid holidays, sick and vacation days, medical and life insurance, and a 401 k plan.

Do you have:

- A high tolerance for uncertainty? Because things change fast in this industry.
- Intellectual curiosity? Because you can never know enough.
- Esprit de corp? Because we work together, collaboration is not an empty statement.
- A sense of humor? Because we work in a high-pressure, high stress environment and we need to laugh!

Do you:

- Love what you do?
- Enjoy working in teams?
- Push your limits?
- Focus on ethics and quality?

THEN WE WANT TO HEAR FROM YOU!

