



Job Description

Senior Research and Art Project Manager

Under the responsibility of the Director of CEViMaC

A multi-tasks job on several fields of competences.

Activities

> Project management

- Research Project engineering / Art Project engineering: to design, plan, set up, coordinate, oversee and finalize projects in time and according to Regulation, at a national or international level
- Negotiation and interface with clients, subcontractors and partners
- Financial follow-up and budget management for projects
- Regular external and internal reporting
- Follow-up of all aspects of projects (operational, administrative, HR, financial, etc.)
- Co-writing of reports
- Research strategy thinking for budget process
- Estimated budget development, for each project and overall budget
- Team project and cross-department resources management

> Commercial activities

- Project prospection in clinical research, business development, events, cultural actions and Geriatric Inclusive Art
- Fund raising and writing of proposals to call for project
- Business proposals development
- Development of Geriatric Inclusive Art and CEViMaC Clinical Research

> Communication

- Events organization: lay public and professionals
- Management of communication (print and digital) linked to specific projects
- Management of digital communication: website management, Community management and Online Reputation management
- Animation during congress, symposiums, conventions, etc.
- Team management and cross-department resources management
- Scientific publication writing and editing

Study level and diplomas

- Master's in Health: Biology, pharmacy or medicine
- Complementary diploma in clinical research management: Clinical research associate
- University Diploma in Gerontology

Required experience

- 3 years at a similar position
- 10 years as a CRA in project management (experience in monitoring appreciated)

- 3 years experience as a hospital clinical research technician
- Strong knowledge of large worldwide clinical research project management (> 3 years, > 150 investigators and > 500 patients) and in international clinical research projects
- Experience in large scientific/cultural events creation and organization related to human aging
- Experience in digital marketing and ORM
- Experience in commercial activities and market development
- Experience in program conception for convention, congress, information day, and class
- Experience in federation of actors and speakers during events

Required skills

- High Knowledge of several medical fields, including gerontology
- Knowledge of clinical research regulations and laws
- Knowledge of Geriatric Inclusive Art, art therapy and seniors friendly art activities
- Knowledge of artistic and cultural environments
- Knowledge of informatics and digital tools: Microsoft suite, Photoshop, email messaging, FaceBook, Twitter...
- Strong coordination qualities
- A great interest for human longevity, aging and elders
- Autonomous and rigorous
- Sense of anticipation
- Writing skills
- Developed analytical sense
- Inventive and curious
- Great ability for a multi-tasks and multi-fields position
- Worldwide mobility
- French +++
- Scientific English +++