

Project Manager

Permanent position

Horiana is a consulting company dedicated to epidemiology and biostatistics, designing and conducting healthcare real-world Studies. Horiana aims to support its clients – private and public/academic professionals in the healthcare field – at all stages of their projects.

We are currently expanding our team with a full-time permanent position for a Project Manager (M/F). The position is based in Bordeaux (33) or remotely, depending on the profile of the candidate.

Job overview

You will be responsible for managing and overseeing evidence synthesis and systematic literature review projects, including the planning, execution, and completion of high-quality, evidence-based reviews. Your role will involve strategic planning, resource management, and effective communication to ensure the successful delivery of comprehensive and impactful review findings.

Profile

- Education in Healthcare administration or related field (MSc or ideally a Doctorate degree (PhD, PharmD. MD is a plus)
- At least 3y of experience in PM in the healthcare sector, ideally within the CRO/pharma industry
- Strong knowledge of project management principles, methods, and techniques
- Knowledge of systematic literature review processes, including familiarity with protocols, Cochrane standards, guidelines, and report preparation, is considered a plus
- Excellent communication, and organizational skills
- Fluency in English
- Ability to identify priorities and to anticipate potential issues
- Strong team spirit

Missions

- Participate in project proposals writing, and in presenting the operational part to the clients
- Prepare and facilitate kick-off and scientific board meetings
- Ensure the timely delivery of all project-related outputs, including protocol development, studies selection, data extraction, and final report preparation, while adhering to quality standards and project timelines.
- Build and maintain a strong relationship and a good communication with the customers
- Manage risks and issues, and devise risk mitigations plans as necessary
- Ensure that deliverables comply with contract and quality standards
- Conduct post-project evaluations to assess project performance and identify areas for improvement

Contact: info@horiana.com