

Who we are:

NEXA | EAM, founded in 2015 in Ireland, began with just one client and one employee. Today, we are a trusted advisor to leading companies in the Life Sciences industry around the world with a growing team of over 100 employees. Our team of understanding, talented professionals create value for leading Life Sciences companies by focusing on the delivery of Asset Management solutions to enable world-class production. Our commitment to achieving excellence helps our clients accelerate the delivery of life-changing products to market. We achieve this through our people, who are always our highest priority. Are you ready to join a growing team that values your contributions, development, and wellness?

Here's what you'll get:

- Work Life Balance.
- Work from home flexibility.
- Never a dull moment! - Exposure to diverse projects with collaborative teams.
- A work environment that is both rewarding and challenging.
- Successful training program to acclimate you in your new role & continued learning, including tuition reimbursement and weekly dedicated time towards development.
- Competitive Full-Time Benefits including Paid Time Off, Health, Retirement, Education & **more!**
- In-person and virtual social gatherings and events.

NEXA | EAM is searching for:

A full-time Project Manager I, which is responsible for successfully delivering NEXA projects to our clients, on time and within budget. This position will be remote with the requirement to travel to the client site. You will work on one of our new, leading Life-Science clients and will report directly to a NEXA | EAM Senior Project Manager.

About the job:

- Project Management
 - Support NEXA | EAM's Senior Project Manager with defining objectives and approving scope for each project.
 - Develop detailed Project Plans in the Smartsheet Project Management System.
 - Deliver projects on time and within budget to meet the client's expectations.
 - Coordinate team resources to ensure successful delivery of projects and flawless execution of deployments.
 - Maintain intricate knowledge of each project status and ensures clear KPI's & Reporting (Smartsheet) are in place to evidence.
 - Act as the NEXA | EAM SME for Business Processes & expectations involved in each project.
 - Manage project risks and develop and implement contingency plans when necessary to ensure smooth execution of all assigned projects.
 - Capture lessons learned and observed opportunities for continuous improvement for future projects.
- Client Relationship Management
 - Facilitate Weekly Meetings – Focus Groups, Data Reviews & Project Progress Meetings.
 - Protect & further develop the strong relationship between NEXA | EAM & the client.

- Proactively work with client contacts and other onsite partners to identify new business opportunities.
- 25% travel required.
- Team Management
 - Lead, motivate & encourage team members to perform to their highest ability.
 - Set clear goals & provide direction and feedback to all team members.
 - Delegate project tasks & set deadlines.
 - Conduct consistent coaching sessions and annual reviews with each team member ensuring performance is being accurately monitored and recognized.
 - Discover training needs & provide coaching where necessary.
 - Onboard new team members & ensure all mandatory training is completed.
- Assist with other areas, as required.

We are looking for people with:

- Associates or bachelor's degree in the Engineering or Management field.
- 3 - 5 years of experience in project execution, preferably in a lead role.
- Strong computer skills including advanced proficiency in MS Office, specifically MS Excel.
- Certified in entry-level Project Management e.g (CAPM)
- Experienced engineer with previous demonstration of leadership skills.
- Proficient in the use of Project Management tools, particularly Smartsheet Project Plans and Dashboards.
- Strong understanding of Project Management concepts.
- Strong understanding of project risk management, schedule management, and the importance of delivering on time.
- Strong leadership, interpersonal and communication skills.

You will be a match if you are:

- Understanding of your client's and colleague's needs.
- Willing to operate the NEXA way, every day, by showing relentless drive in ensuring success.
- Attentive to detail and believe passionately in "Right First Time."
- Proactive in everything you do.
- An advocate of continuous improvement, which is vital to continued success.
- Adaptable and flexible to meet client and project needs.

If this sounds like you, apply today by: Emailing your updated resume to our HR & Recruitment Specialist – Niamh Deehan at ndeehan@nexaeam.com