

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 75 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 Life Sciences Business Manager, which is responsible for the successful delivery of a growing number of new client projects and will report directly to our Director of Operations. This is a hybrid role requiring both remote and on-site work in the greater Philadelphia area.

About the job:

Project Management

- Define the objectives and approving scope for each new client project.
- Develop detailed Project Plans in the Smartsheet Project Management System.
- Deliver projects on time and within budget to meet the client's expectations.
- Proactively manage Forecasts and Financial Data to improve the company's profitability.
- Coordinate team resources to ensure successful delivery of all short- and long-term projects.
- Maintain intricate knowledge of each project status and ensures clear KPI's & Reporting (Smartsheet) are in place to evidence.
- 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

- Build long-term relationships with all new key client contacts and become the Point of contact - for any issues.
- Maintain professional internal and external relationships that reflect the core values of NEXA | EAM.
- Schedule regular meetings, discussions, teleconferences, and onsite visits to further strengthen relationships. Over time get involved in the CRM and monthly touch points.
- Proactively work with client contacts and other onsite partners to identify new business opportunities.
- Support in the onboarding of new clients and projects – Especially EPE’s, creating the agenda, SOW, MSA, addressing any questions, follow-up etc.
- Estimate Generation – responsible for building out estimates to include costs and scope of works etc.

Team Management

- Lead, motivate & encourage team members to perform to their highest ability.
- Collaborate with the Human Resources Director to recruit and retain an exceptional workforce. This includes attending weekly staffing meetings.
- Set clear goals & provide direction and feedback to all direct reports.
- Attend daily Huddles to ensure consistency and monitoring of employee engagement.
- 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.

Forecast Review & report

- Team members at risk - responsible for review and identification of concerns, inclusive of liaising with technical lead/DOO on POA for members at risk.
- Time review vs Harvest – overall responsibility for accuracy of timesheets – delegating actions to PM’s where required to cascade to their respective reports.
- Financial Review against PO – tracking of overall financial progress and monitoring risk Financials.

Business Development

- Cold calling – comfortable with cold calling potential clients where required.
- Strategy mapping – proactive in relation to strategy and business development planning.
- Industry contacts – willingness to utilize industry contacts and lean on pre-existing relationships.

We are looking for people with:

- Bachelor’s Degree (or higher) in a related engineering field.

NEXA | EAM

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- Proven work history in a Life Science Senior Engineering role will also be considered in the absence of the above.
- Experience in Calibration, Maintenance, Reliability & CMMS in Life Sciences.
- Exposure to project management in a team environment required.
- Knowledge of the project management software - Smartsheet.
- Excellent problem solving and decision-making skills.
- Outstanding written and oral communication skills. Must be able to lead meetings and presentations.
- Excellent organizational and planning skills with the ability to utilize technology and tools.
- Excellent interpersonal skills with an ability to influence clients and inspire team members.
- Strong facilitation and presentation skills.
- Ability to function effectively in a fast-paced environment and manage multiple projects simultaneously.
- Attention to detail is essential. Must take pride in work results; striving towards 100% accuracy in everything you do.
- Proficient knowledge of MS Office, specifically Excel.

Qualifications - Desirable

- Project Management qualification (PMP).
- Lean / Six Sigma Qualification.
- Leadership / People Management Qualification.

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 – Candalee Alicea at calicea@nexaeam.com

EEOC

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.