



Partnership for Health  
Analytic Research

## Project Manager

### Overview of PHAR

Partnership for Health Analytic Research (PHAR), LLC is a clinically focused health services research consultancy. We combine rigorous methodology with extensive clinical expertise to support clients in the life science industry. Our clients appreciate the unique insight our experienced staff brings to each and every project. Unencumbered by corporate bureaucracy, we can efficiently execute contracts and complete projects on time and on budget. We pride ourselves on being reliable and responsive to our clients' changing needs. Our work crosses a wide range of clinical areas, including oncology, rheumatology, pediatrics, infectious disease, urology, and others.

### Position Description

The Project Manager will work on the Outcomes Research team which focuses on multiple methodologies, including medical chart review studies literature reviews, expert panels, key informant interviews, and other outcomes research to meet study objectives. The Project Manager may also perform management or organizational tasks on other teams depending on need. The position leads to more senior roles within the company with increased independence and responsibility as expertise and experience grow.

The Project Manager will:

- Oversee project timelines, including anticipating & initiating next steps
- Manage external sites and individuals participating in research
- Maintain compliance with contract requirements, IRB, company policies, etc.
- Assist with drafting study documents, including publications
- Develop budgets for studies, including site budgets for chart reviews



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- Lead sections of calls with clients and/or stakeholders, taking notes and following up as appropriate
- Be aware of study content/methodology
- Improve team processes, as needed, and other advanced administrative tasks

### Qualifications

- BA/BS degree in sciences or health care-related discipline with at least 4 years' experience with health services research projects **OR** MA/MS degree (or other advanced degree) in sciences or health care-related discipline with at least 2 years' experience with health services research projects
- Ability to communicate clearly and effectively in English, both orally and in writing
- Ability to work effectively as a member of a multidisciplinary team
- Excellent organization skills and attention to detail
- Strong analytical and interpersonal skills
- Ability to multitask and remain flexible with changing priorities
- Excellent computer/software knowledge, including MS Office, databases, & internet
- Ability to work independently in a busy environment

### Who We Are and What We Have to Offer

This position is based in our office in Beverly Hills, CA; however, with the COVID-19 pandemic, the office is currently remote for the foreseeable future. Starting salary \$60,000-\$100,000, depending on experience. We provide medical, dental, vision and disability insurance; and offer participation in a 401k after 1 year.

If interested, please submit a cover letter, CV/resume, writing sample, and your salary requirements to: [marianne.burrows@PHARLLC.com](mailto:marianne.burrows@PHARLLC.com)