

INNOVATION PARTNERS, LLC
Position Description

JOB TITLE: Project Coordinator
REPORTS TO: Founder and Managing Director
TIME REQUIREMENT: 40+ hours per week
LOCATION: Minnesota Office - Excelsior, MN

POSITION SUMMARY:

Innovation Partners, LLC is a growing, high-touch biomedical consulting company that partners with a variety of U.S. and global clients to bring their oncology innovations and other products to successful U.S. market launch and commercialization.

The Project Coordinator is a unique role spanning many facets of the organization. This capable individual will be exposed to a varied range of projects and tasks in an innovative, growing and agile consulting firm working with innovators in oncology, hematology, and rare diseases. Learning and professional development will be supported within an organization working across the US and Europe on projects ranging from healthcare market and payer access, market research and medical affairs.

Innovation Partners is seeking a motivated and capable individual with a can-do proactive attitude, excited to provide critical support to a small and geographically diverse team. The Project Coordinator will assist in a variety of tasks including event and travel planning and organization, administrative support, research, project work, database management and other activities as needed.

DUTIES & RESPONSIBILITIES:

Project Coordination (40%)

We are a flexible, adaptable, and agile organization; team members are often managing multiple projects for different clients. It is important to have an individual ready and willing to assist in a project coordination and support role in a variety of tasks, all of which require a keen attention to detail and strong organizational skills. This individual would support all team members across the organization specifically providing critical support to the Leadership team.

Tasks could include:

- Online research
- Proof reading and document creation
- Formatting documents and PowerPoint slides
- Creating, checking, editing spreadsheets
- Entering information into project management software
- Working in coordination with leadership team to manage IP database (client and KOL) to enter information into the database, organize and retrieve data, add new data etc. as needed
- Scheduling client calls and meetings and general calendar management
- Fielding client inquiries

Conference, Event and Travel Planning (40%)

Planning around annual industry specific conferences (US and internationally hosted) is a critical activity for Innovation Partners. Conferences are attended to conduct client specific projects, facilitate networking opportunities and gain relevant, important and timely industry knowledge. The organization is seeking a capable and detail-oriented individual who can actively and efficiently manage and coordinate the annual conference calendar and associated logistics for the organization. The ability to travel up to 30% is critical for this role.

Tasks could include:

- Owning and maintaining an organization wide comprehensive conference calendar and schedule
- Arranging meeting rooms and meeting spaces for use at conferences and coordinating all associated details i.e. A/V, banquet catering etc.
- Planning team member transportation, accommodation and associated details for conference and client meeting attendance
- Registering team members for conferences
- Attending conferences in person managing and coordinating logistics in real time
- Scheduling meetings to be conducted at conferences and coordinating with all involved parties
- Planning events/ dinners (both client and team) to be held at conferences and managing all associated details
- Preparing any materials/ information needed i.e. arranging the printing of materials, delivery of supplies, coordination of onsite materials etc.
- Work with appropriate conference organizations as well as third party event organizations
- Collaborate with IP accounting team to process conference expenses

Administrative Support (20%)

Our core team working out of the Excelsior, MN office is seeking an individual capable of managing all office management duties and supporting the leadership team with administrative needs as they arise.

Tasks would include:

- Managing calendar and scheduling request for Managing Director and leadership team as needed
- Assisting Director of HR and Corporate Planning with onboarding tasks, team meeting and Summit planning and coordination
- Coordinating with vendors such as IT support, internet providers etc.
- Managing the space and associated bookings of meeting rooms and conference space
- Ensuring food supplies are kept stocked and hot and cold beverages are made available
- Arranging team breakfast, lunches and dinners on occasion

- Assist in any additional office management duties as needed

EXPERIENCE

- 1-2 years of relevant and transferrable work experience
- Bachelor's degree
- Experience managing travel/event details and logistics in any capacity

ATTRIBUTES

- Customer/client relations – professional, helpful, personable demeanor
- Ability to work independently as a self-starter and a reliable team contributor
- Ability to work under deadlines and multi-task capably adapting to changing circumstances
- Must align with and exhibit IP values in all interactions
- Solid written and oral communication skills
- Highly organized, self-motivated and resourceful
- Efficient and works with a sense of urgency
- Positive and proactive approach to every task however big or small
- Calm and professional attitude and comfort with ambiguity and managing changing demands
- Able to handle internal and client information while maintaining a high level of confidentiality
- Strong attention to detail, good proofreading skills
- Experienced and competent in using Microsoft Suite/ 365 (Word, PowerPoint, Excel, SharePoint and Outlook)

Physical Demands

The physical demands of this job are consistent with light office duties. Some lifting of items/boxes may be required. Up to 30% US and International travel required.

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment

This position's work environment is based out of office space located in Excelsior, MN.

The work environment characteristics described here are representative of those encountered by an employee while performing the essential functions of this job.

To perform this job successfully, an individual must be able to perform each roles and responsibilities satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Innovation Partners is an EEO/Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.