



Job Description

Project Manager

DO YOU HAVE WHAT IT TAKES?

2nd Spark is a collective of strategic and creative individuals who are on a singular mission to progress healthcare into the future of customer engagement.

We're on the hunt for exceptional people who are looking to create more meaningful experiences in the work they do. Do you thrive in a fast-paced, mission driven, entrepreneurial environment? If so, 2nd Spark is a unique agency with a unique opportunity for you. Each member of our team shares a common set of core values that guide everything we do:



OPTIMISM

Highly contagious, "can do" attitude amongst all obstacles



VISION

An eye on what's possible, what's next and what's right for the business



BRILLIANCE

High expectations and kickass work



JOY

Memorable experiences that wow and delight



AGILITY

Speed and efficiency

YOUR CAREER AT 2ND SPARK

As a Project Manager at 2nd Spark, you'll have visibility to all projects across your assigned accounts with direct responsibility of supporting the team to deliver exceptional work.

OWN INTERNAL PROCESSES

- Drive projects through planning, creation, iteration, and next moves phases according to established timelines
- Maintain and monitor assigned projects within the 2nd Spark project management platform (Wrike)
 - Input all projects, keep project data up-to-date, initiate and manage routing processes
- Develop timelines for all projects; hold all internal & freelance project stakeholders accountable for hitting timeline milestones; be proactive in keeping team aware of upcoming deliverables, deadlines, and associated actions required
 - Keep timelines updated if projects shift or timelines evolve
- Initiate daily check-ins with Account Lead(s) to discuss project status and resource activity/needs
- Plan and lead weekly internal status meetings
- Set-up Google Drive folders for all projects according to 2nd Spark process and file standards/naming conventions; maintain Drive folders on an ongoing basis to ensure latest files and deliverables are organized and easily accessible
- Effective collaboration with other Project Managers and VP, Operations to ensure an agency-wide view of workflow and resource allocation

PARTNER WITH ACCOUNT LEAD(S) TO ENSURE PROJECTS MEET CLIENT EXPECTATIONS

- Understand the high-level strategy and objectives of all assigned accounts/projects
- Meet with Account Leads ahead of progress calls to inform a comprehensive and accurate Progress Report
- Action appropriate next steps post internal/creative team/client meetings

FINANCIAL MANAGEMENT & MONITORING

- Develop project estimates and SOWs in collaboration with Account and Operation Leads
- Input SOWs into client-specific financial systems
- Track and monitor project-level scope and spend to profitability goals
- Review and approve freelance invoices; maintain project-level financial documentation

COORDINATE CROSS-FUNCTIONAL TEAMS

- Source appropriate freelance resources for project-based needs
- Proactively plan for future resource needs based on timelines and secure advance availability
- Secure internal creative team/editor resources; help manage prioritization of projects across internal workstreams/brands
- Participate in internal kick-off meetings to communicate timelines, align on ways of working with freelancers and maintain communication with assigned resources to keep projects on track
- Be proactive in communicating any resource challenges or delays with Account Lead(s) to plan a solution

SUPPORT VEEVA PROCESSES

- Coordinate essential tasks ahead of MLR (medical, legal, regulatory) submissions at appropriate, and timely, stage of project
- Support Account Lead(s) with Veeva submissions, as needed
- Coordinate Veeva DAM (Digital Asset Management) archiving process with internal/external stakeholders to ensure compliance with client standards and timelines

NINJA SKILLS REQUIRED



You are a **self-starter who can work independently** with strong organizational skills and the ability to multitask, prioritize and switch gears “regularly” while working at a fast pace.

You’re a people person with strong verbal and written communication skills. More specifically, you speak and act with **enthusiasm, charisma, and confidence**.

You are a **problem solver and decision maker**. You assess a problem and come to the table with a logical presentation of solutions and next steps.



Time management and the ability to meet deadlines is your superpower. You help yourself and others navigate the pressures and requests so we can all stay on track.

You **don’t mind getting your hands dirty** to support the needs of the team, even if it isn’t outlined in this job description.



You’re **highly flexible and collaborative**. You’re willing to learn new things quickly within the structure of an independent agency.

You have a **sense of humor** and take your work (but not yourself) seriously!



THE NITTY GRITTY

Ideal candidate has **2+ years experience as a project manager** in a healthcare/pharmaceutical marketing or advertising agency

Wrike (or similar Project Management Platform) experience a plus!

This is an **on-site role in Ambler, PA** with hybrid work flexibility (in-office 3x a week).

WHAT'S IN IT FOR YOU?



Love coming to work everyday.

Sounds cliché, doesn't it? Well part of our mission is to work with people we like and respect, and we stick by that. The 2nd Spark squad is smart, collaborative, and fun. We love working together, the work that we do, and the workplace we've created.

Enjoy our unique benefits package!

In addition to salary and health benefits, we have a profit sharing program. We encourage time off and do not track PTO days. We have a work hard, play hard mentality. We treat ourselves to an annual special company retreat called the "Dream Team Tour". AND we have a one-of-a-kind office space including a rooftop deck.

Be on the forefront of something new and innovative. We've created a unique set of products and offerings that are changing how the healthcare industry approaches customer engagement.



Help grow and shape a growing company. Everyone has a voice at 2nd Spark. We believe ideas can come from anywhere and anyone. You will be part of shaping the future of the company and making it a reality.

Work schedule flexibility. Do you have hobbies, or just dream of beating the evening rush? Well we do too, so we've created an environment where we work efficiently so we can enjoy life.

READY TO JOIN THE TEAM?

What are you waiting for? Apply today!

Please create a video (no more than 60 seconds) briefly introducing yourself and why you think you'll be a great fit for the position. **E-mail video along with your resume to lreitzel@2ndspark.com.**

