



paula@mwa-consulting.com

**MWA CONSULTING, INC. | QUALITY WITH VISION**  
**MAIN: 866-497-7787 | MWA-CONSULTING.COM**

## **JOB ANNOUNCEMENT**

Title: Life Sciences Consulting Account Manager  
Location: Virtual (company based in San Francisco Bay Area)  
Hours: General Business Hours, but flexible  
Duration: 6 months, 20 hours per week (Contract to Hire)  
Reports to: VP, Client Services  
Compensation: Hourly rate TBD. This is a non-exempt position with no medical benefits offered.

**MWA Consulting, Inc.** provides compliance consulting expertise to the pharmaceutical, biotechnology, cosmetics, dietary supplements, and medical device industries. We are seeking an experienced account manager who knows the life sciences industry, and who can assist MWA with managing client accounts.

**SUMMARY:** The Account Manager will oversee MWA client accounts to provide the best service to MWA's life sciences client base.

### **RESPONSIBILITIES:**

- Act as a point of contact for project sponsors and associate base to ensure work is done on time, in budget and within scope.
- Collaborate with the operations team on account workload and resourcing on current and future projects.
- Support proposal, contract generation and extension processes
- Work with operations team on audits, training and projects management
- Provide, at a minimum, monthly updates on project status to clients.
- Review employee timesheets and track project/assignment end dates.
- Regularly visit existing client site hiring managers where MWA currently has projects.
- Lead and participate in operational projects within MWA that include internal business operations processes, company communication policies/platforms, training of consultant staff, and other projects as required.

### **Requirements:**

Minimum 10 or more years of full-time experience working in a high-volume account management role in the life sciences.

- Bachelor's Degree in Life Sciences discipline.
- Minimum of 10 years in Project Management, Quality Assurance, Regulatory, or other technical roles in the Life Sciences Industry (including medical device and biopharma).
- Minimum of 3 years in an Account Management role.
- Established track record managing global GxP projects
- Demonstrated excellence in leadership ability
- Solid expertise prioritizing and multitasking
- Self-sufficient, flexible, and able to work with little direct supervision



paula@mwa-consulting.com

**MWA CONSULTING, INC. | QUALITY WITH VISION**  
**MAIN: 866-497-7787 | MWA-CONSULTING.COM**

- Collaborative team member with excellent organization skills, attention to detail and strong sense of urgency and follow-through
- Excellent communication skills (verbal, written, interpersonal, etc.), interview, and negotiation skills, presentation and influence credibly and work effectively at all levels of the organization.
- Must be able to maintain a high degree of confidentiality
- Energetic personnel with a positive attitude
- Ability to represent MWA in a timely and professional manner
- High level of proficiency in Microsoft Word, Excel, PowerPoint, and Outlook

**Application process:**

Please submit CV in PDF format to [lisa@mwa-consulting.com](mailto:lisa@mwa-consulting.com) using the Subject line: Account Manager followed by your last name. No phone calls will be accepted.