



# The Scientific Consulting Group, Inc.

656 Quince Orchard Road, Suite 210

Gaithersburg, MD 20878-1409

Phone: 301-670-4990

Fax: 301-670-3815

## **Job Ad – Project Manager**

Consulting firm in Gaithersburg, MD, is seeking for a Project Manager to join our team.

The Project Manager at SCG will serve as the primary point of contact for one or more clients and will be responsible for ensuring contract operations are in compliance and within budget, deliverables are on schedule, and that client satisfaction is met and exceeded. SCG provides support for both federal and private-sector clients within the environmental, health, and biomedical fields.

## **Responsibilities and Duties**

Responsibilities will include but are not limited to tasks as outlined below:

- Possess project management and operations management experience.
- Provide professional consulting services to government and private clients.
- Lead a project team and advance program strategic objectives by building and maintaining trusted relationships with clients.
- Ensure timely completion and delivery of all tasks and products.
- Lead or facilitate both internal and external meetings.
- Effectively manage and monitor contract deliverables and program tasks.
- Develop strategies to provide or enhance client satisfaction and growth.
- Support the implementation of clients' communications programs, campaigns, and outreach efforts.
- Manage daily operations and staffing decisions.
- Interact with the client for purposes of planning and managing the contract.
- Provide insight and support during proposal development to help design appropriate efforts within their purview.

## **Qualifications and Skills**

- A minimum of 5 years' relevant work experience as a Project Manager or similar roles.
- Minimum bachelor's degree. PMP certification is a plus.
- Experience in consulting, specifically with health and science-based agencies.
- Ability to work independently on multiple time-sensitive projects simultaneously with attention to detail and strong organizational skills required.
- Effective communication and time management skills.
- Takes initiative and successfully brings ideas for considerations and drive resolutions as needed.
- Experience managing competing priorities and adapting to changes in priorities and workload.



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- Ability to perform administrative activities efficiently and effectively (i.e., progress reports, proposals, budgets).
- Excellent communications and interpersonal skills, including the ability to work collaboratively across departments and with multiple clients.
- Ability to obtain and maintain a Public Trust security clearance.

This opportunity is based in Gaithersburg, Maryland with a hybrid work arrangement that offers the ability to work from home two days per week. Interested candidates should submit a resume and cover letter.

SCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.