

Marketing Project Manager

About the job

Biom Pharmaceutical Corporation, a global leader in microbiome targeted products, has the vision to become the world's most innovative, microbiome-optimized probiotic feminine care provider. Our VagiBiom® brand of probiotic feminine care products are the world's first preservative-free probiotic line to increase the quality of life and confidence of millions of women. At Biom Pharma, we value a gratifying environment where career goals are achieved and always rewarded. With a commitment for innovative service and product development excellence, our visionary founders and loyal customers have contributed to our company's steady year over year growth and success since 2016.

Job Summary

Reporting to the General Manager & SVP of Operations, the Marketing Project Manager will have end-to-end project management responsibility for Biom Pharma's marketing initiatives and campaigns. Attention to detail, organization skills, ability to collaborate effectively, exceptional communication, and an ability to see projects through to completion every time are necessities. The position will work closely and in harmonization with internal stakeholders (Biom Leadership Team and Director of Marketing) and with external Marketing support staff. This position will be located at our corporate headquarters in Sarasota, FL.

Duties & Responsibilities

Under the supervision of the General Manager & SVP of Operations, the duties and responsibilities of the Marketing Project Manager include:

- End to end project management responsibility
- Will drive projects to implementation/execution/finalization
- Assist Director of Marketing in developing monthly and quarterly marketing calendars
- Assist Director of Marketing with Marketing resource recommendations and discovery
- Proactive Tracking and Warning of developed Marketing strategies, campaigns, tasks, and due dates
- Facilitate Marketing Review Meetings
- Assists Leadership Team with Executive Level Marketing tasks and updates as needed
- Recommends and implements Marketing Project Management best practices
- Maintains a clean and safe work environment

Desired Qualifications

- Self-starter and proactive communicator
- Prior experience working in Project Management or in a Marketing Environment
- Prior experience with digital media marketing
- Prior technical or functional experience working with cross functional teams
- Working experience in MS PPT, MS Excel, Trello and PM software a plus
- The ability to succinctly communicate effectively with stakeholders both internal and external to the company

Compensation

- Competitive Salary
- 11 Paid Company Holidays
- 4 Days Paid Time Off
- 3 Days Paid Sick Time

Biom Pharmaceutical is an equal employment opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, orientation, national origin, disability status, protected veteran status or any other characteristic protected by law. The Above Statements are intended to describe the general nature and level of work being performed by the individuals assigned to this position. They are not intended to be an exhausted list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential of this position.