

MEDICAL EDUCATION AGENCY ACCOUNT EXECUTIVE

MANCHESTER £23K

A world leading Medical Communications Agency in Manchester needs an Account Executive to control accounts and/or implement projects in order that the objectives of the client and the Company are met. This involves developing a strong client relationship and effective management of internal resources to ensure good teamwork and that Company standards are maintained. Clients are blue-chip Pharmaceutical Companies.

You should have a Science degree and strong Project Management experience.

You should have

- Knowledge of Pharmaceutical environment
- Basic knowledge of therapeutic area
- Excellent verbal and written communication skills
- Good negotiation skills (external suppliers and with client)

You must have Internal Liaison and Delivery expertise.

Main Duties

- Agree and maintain schedules
- Agree communication process and working practice with client
- Timely and appropriate advice on projects
- Able to develop relationships with clients
- Take and communicate client brief
- Dependent upon editorial for copy development
- Able to lead discussions with client on own projects
- Thorough understanding and excellent implementation of the Company's financial processes
- Responsible for development of written proposals, budgeting, monitoring of budgets, timely invoicing, provision of invoice tracker etc
- Effective management of own time

Key Skills

- Confident and decisive
- Enthusiastic and hard-working
- Flexible approach
- Team player
- Organised and disciplined
- Proactive

Interested? Email your CV now or call Chris for a confidential discussion.

Email: chris@efrecruitment.co.uk

or send CV to EF Medical, 3 Blandy House, King Street, Maidenhead, Berks SL6 1DZ
or phone CHRIS LLOYD on 01628 500830 for a confidential discussion.