



## **Accounts Executive - Cranford, New Jersey**

Atlantis Healthcare is a progressive global healthcare company that delivers effective and scalable person-centric solutions that optimise healthcare outcomes and experience.

We are looking for a full time Account Executive to join our Client Service Team in our friendly Cranford office, supporting in the day-to-day management of key client accounts. The role acts as a link between our Client Service Team and other internal/external teams. You will be supporting other members of our Client Service Team in the delivery of our client projects, and we as a team will ensure that you are supported and developed in your role and career path. Our solutions are largely tech based solutions to help patients.

The successful applicant will most likely have exposure or qualifications in the health sector, customer facing presentation / selling skills and project management perhaps from an agency setting. You will have a co-ordinator flair, be socially confident and be known for getting it done.

### **Key Tasks**

This hands-on role will involve:

- Working as a project manager assistant to ensure our multi channel solutions are delivered to client specs.
- Supporting the execution of all aspects of the client project, including taking client requirements, ensuring all work is fully briefed, signed off, and documented as required
- Managing day to day client relationships, building strong working relationships with the client team while managing project updates, key deliverables and project milestones to ensure all aspects of the project flow smoothly
- Working with internal functions to ensure high quality deliverables within budgets
- Managing material approvals (via systems such as ZINC/VEEVA)
- Supporting with financial administration, such as raising purchase orders and processing invoices
- Flagging potential project issues as they arise, and proactively suggesting potential solutions to ensure smooth running of the client project
- Builds rapport with day-to-day client contacts through good project management and consistent project updates and delivery

- Proactively identifies potential opportunities within client projects for Atlantis Healthcare to grow the account and suggest these to account lead
- Supports new business development as required

We are looking for the following capabilities:

### **Capabilities**

- Strong time management and attention to detail
- Clear written and oral communication – must be able to articulate and express themselves clearly in both team conversations and via email
- A basic understanding of digital technology, such as CMS and CRM platforms
- Strong administration and co - ordination skill set
- Strong interpersonal skills
- Customer centric
- Socially confident
- Results orientated
- Team work
- Project Management – leads aspects of project delivery and management of issues
- Problem solving – able to find solutions at pace
- Stakeholder management including colleagues, clients and IT professionals

Our office is located in Cranford and we offer a transparent workplace with a family feel and a drive to better serve clients and patients.

Do not delay, send your CV today to [careers@atlantishealthcare.com](mailto:careers@atlantishealthcare.com)