



**Senior Solution Executive with a progressive Medical Communication Agency.
Chiswick, London.**

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

We are seeking a talented confident and reliable individual with a track record of successful healthcare project co-ordination within an agency setting or similar. You will be capable of hitting the ground running, love to work at pace and have a sense of humour and fun. This is a great move to build your career within the discipline of Client Services. We have a solid On Boarding process and are currently building more depth into our Client Service specific training and development opportunities within a business that is global. Our recent engagement survey showed a high level of engagement and satisfaction which we continue to improve on.

This Senior Solution / Account administration and project co-ordination role is crucial in supporting the day-to-day management of key client accounts and pre sales activities. The role co-ordinates the day to day completion of various activities within client projects including liaison with the Client Services team, clients and suppliers, checking quality, dealing with queries, and assisting in managing the project plan to the required deadline and quality standards.

Key Tasks

This hands-on role will involve:

- Directly liaison with clients / suppliers / internal teams as required to get various components of a project completed on time
- Assisting others in preparing pre – sales presentations and analysis, proofreading various documents, sourcing data and completing pre call research as requested
- Presenting project components / interacting with Clients
- Supporting the execution of all aspects of the client project, including ensuring all work is fully briefed, signed off, and documented as required
- Building rapport with day-to-day client contacts through good project management and consistent project updates and delivery
- Creating project plans, preparing presentations for clients and supporting with financial administration, such as creating budgets and updating financial trackers
- 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
- Ensure accurate records are completed in the form of project management templates, project financial tracker system etc
- Proactively identifying potential opportunities within client projects for Atlantis Healthcare to grow the account and suggest these to account lead

- Supporting new business development as required
- Proactively identifying project components at risk of falling behind schedule and escalate accordingly

Capabilities required

- Customer and patient centric
- Resilient
- Confident communicator
- Driven
- High level of precision in documentation
- Highly collaborative
- Project management
- Problem Solving
- Digitally savvy
- Proactive
- Patient support programme understanding

Experience set

- At least two years of experience ideally within medical communication agency or within pharma marketing project co-ordination role
- Understanding and passion for healthcare programmes that support patients
- Strong interest in psychology
- Significant client liaison and project management experiences requiring a lower level of direction
- Used to working with digitally innovative projects

You must have the right to work in the UK. Please refer to our HR Data Privacy statement on our Careers website.

If you are talented with potential and do not yet have the required experience level for this senior role, please express your interest anyway. Our team is growing and we are keen to talk to motivated driven Account Executives with long term career aspirations.