

Account Director - Medcomms

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Company: OPEN Health

Location: United Kingdom

Category: other-general

Reports to Senior Account Director

Job Summary

Working as an Account Director as part of an Account Management team, alongside Medical Writers and a Creative team, to manage our client's requirements and deliver their projects

Essential Duties & Responsibilities

Taking full ownership of the communications programme for each client, ranging from strategic input to day-to-day management of tactics (based on the specific needs for each account)

Ensuring optimal financial management of each account and demonstrate a clear understanding of all financial processes within the business

Monitoring forecast and plans in conjunction with Senior Account Managers, Account Managers and Account Executives to ensure business objectives are met, on time and within budget.

Ensuring the finance team is kept up to date with all relevant information and manage financial issues in a timely manner

Keeping a thorough understanding of the clients' business objectives, product strategy and relevant therapeutic area. Clear communication of this to all internal team members, as relevant

Having an in depth understanding of the relevant NHS organisations, policies and processes

that impact upon the business

Taking responsibility for building and maintaining professional relationships with opinion leaders (industry and NHS)

Managing and influence senior-level client contacts and maintain positive working relationships, immediately identifying any issues and leading remedial action, as required

Promoting OPEN Health Medical Communications services to all clients, identifying new business opportunities

Highlighting key issues to the GAD or Partner regarding key accounts and the account team, as appropriate

Ensuring understanding and implementation of all OPEN Health Medical Communications procedures and quality standards across all account team members

Ensuring all account team members take ownership for their business and appropriate levels of responsibility

Supporting the GAD/Partner as a senior member of the team

Ensuring the GAD/Partner is kept up to date on client activities

Contributing to discussions regarding overall company strategy

Coordinating effectively and efficiently with appropriate members of the team

Ensuring effective cross-company working on integrated accounts, where appropriate

Supporting the development and training of Account Executives, Account Managers and Senior Account Managers

Line managing AMs, SAEs, AEs, where appropriate

Experience, Skills, and Qualifications

Graduate in life sciences (ideally biomedical), higher degree (PhD) preferred

Thorough understanding of the client's therapeutic area and ability to provide strategic input

Strong understanding of science and medicine, the healthcare environment and the

Medical Education/Comms industry

Significant experience in a healthcare agency or pharmaceutical company role

Manager, trainer, delegator

Strong leadership skills

Approachability

Excellent project management and analytical skills

Financial acumen

Ability to multitask and prioritise; excellent time management skills

Excellent written and verbal communication and interpersonal skills

Attention to detail

Able to work independently and as part of a team

Competent in using Microsoft Word, PowerPoint, Excel and Outlook

Sound understanding of the ABPI code of practice

Travel Requirements

10% potential global travel

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