

Account Manager - Publications

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Company: OPEN Health

Location: United Kingdom

Category: business-and-financial-operations

Reports to Account Director/Snr Account Director

Essential Duties & Responsibilities

Acting as point of contact for specified clients

Taking full responsibility for and manage the day-to-day delivery of all projects allied with assigned clients

Ensuring effective communication of project briefs to the internal team

Coordinating effectively and efficiently with appropriate members of the team

Ensuring all projects are on brief when delivered

Ensuring timely delivery of projects

Ensuring clients are continually updated on project progress

Managing all financial aspects of project delivery

Collaborating with the Account Director in developing the clients

Being responsible for the approval process and ensuring quality control

Understanding the various client brand and disease areas

Supporting the relationship, and interact, with key opinion leaders (clinical, industry, NHS)

Supporting and maintaining the working relationships with all clients, including some senior level contacts, as appropriate

Experience, Skills, and Qualifications

An interest and basic understanding of science and medicine

Sound 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

Good understanding of the ABPI code of practice

Travel Requirements

10% potential global travel

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