



ENVISION PHARMA
GROUP



Together, turning vision into reality



Editorial Coordinator – Horsham (UK)

We are looking for a highly organised and proactive Editorial Coordinator to focus on the administration of a range of editorial- and production-support activities.

Editorial Coordinator at Envision Pharma Group

The task of the Editorial Coordinator falls into three broad areas:

- General Administrative Work
 - Assist with project tracking and quality control, perform research for assigned projects
 - Provide back-up Datavision and administrative support to the wider team as required
 - Coordinate conference logistics as necessary
- Reference Ordering and Permission Requests
 - Receive and process reference orders; assist with maintenance of Envision Pharma Group's internal library
 - Confirm, compose, send out, and track permission requests
 - Assist with reconciliation of invoices
 - Work with other team members to keep training materials up-to-date
- Production Support
 - Organise, package, dispatch, and track printed materials for medical congresses
 - Arrange quotes and troubleshoot delivery problems, including arranging alternative printing venues, if necessary
 - Assist with special projects, such as new business pitches or internal meeting preparations.

Role Requirements

- Previous experience as an administrative assistant, traffic coordinator, or similar role in a fast-paced environment.
- Strong organisational and prioritization skills with meticulous attention to detail.
- An effective communicator with the ability to remain calm under pressure.
- Good working knowledge of Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- General understanding of print production process, including coordination with suppliers.
- Knowledge of Datavision would be an advantage.

About Envision Pharma Group

We are a global leader in medical communications, with an international portfolio of pharmaceutical and biotechnology company clients, whom we support from our offices in the UK, US and Asia-Pacific region. We have an enviable reputation in our field and a heritage founded on continual innovation and leadership in best practice.

We provide a unique and comprehensive blend of service offerings, including:

- Strategic publication planning and tactical publication plan implementation
- Medical communications services
- Consultancy services
- Market access services
- Technology platforms – including Datavision the industry-leading publications planning software.

As we embark on our next 5-year plan, it is an exciting time for our organisation, and a great time to join one of our teams.

What Is It Like working for Envision Pharma Group?

Envision Pharma Group is committed to developing and supporting team members, enabling them to excel in their roles, and to maintaining a culture that encourages development, as well as recognising and rewarding achievements.

We are a dynamic and rewarding company to work for, offering excellent benefits and a friendly, supportive and vibrant work environment.

Interested?

Send your CV and a covering letter explaining why you believe you can contribute to our continued success, to opportunities-UK@envisionpharmagroup.com or, alternatively, visit www.envisionpharmagroup.com to find out more.