



ENVISION PHARMA
GROUP



Together, turning vision into reality



Project Assistant – Alligent Europe, Wilmslow (UK)

We have an exciting entry-level opportunity for a talented science graduate to join our Alligent Europe Division as a Project Assistant.

We are looking for an enthusiastic and dynamic life science graduate who is seeking their first role in a medical communications agency. Key skills in this role will be flexibility, proactivity, accuracy and attention to detail. Essential is a “can-do” attitude and a desire to succeed. Excellent written and verbal communication skills are essential, together with a good working knowledge of Microsoft Office software. This role is likely to include national and international travel to support client-related meetings and events.

Key tasks are likely to include:

- In collaboration with the Client Solutions team, support delivery of a wide variety of multichannel projects to achieve client objectives, within budget, and in line with agreed deadlines
- Build strong relationships with internal and external stakeholders
- Provide administrative support including calendar management, minute/note taking, travel reservations and itineraries, company expenses and management of filing systems
- Work at the heart of a client solutions team providing support as required to ensure high standards are maintained on all projects
- With appropriate training, develop financial management skills to produce proposals and monitor budgets
- Through clear and timely communication, provide support to international thought leaders (healthcare professionals)
- Support the Envision culture through a positive, collaborative approach
- Build knowledge of Envision’s capabilities and expertise to support business growth.

About Envision Pharma Group

Envision Pharma Group is an international, innovative, global technology and scientific communications company. Initially focusing on publication planning, Envision has evolved to become a leading provider of scientifically-driven, evidence-based communication services for new biopharma products.

From our offices in the UK, US and the Asia Pacific region, we support an international portfolio of pharmaceutical, biotechnology, and medical device company clients, providing a comprehensive blend of service offerings including:

- Medical strategy and medical communications services
- Strategic publication planning and tactical publication plan implementation
- Market Access solutions
- Consultancy services
- Complementary technology platforms: including Datavision®, the industry-leading publications planning software.

What Is It Like Working for Envision Pharma Group?

Training and mentoring will be available according to your previous experience. Development goals and milestones will be agreed with you, so that you can monitor your own progress and measure your success. 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.

STRICTLY NO AGENCIES