

ENVISION PHARMA  
GROUP



Together, turning vision into reality

## A career at the Envision Pharma Group may be just what you're looking for!

### About the Envision Pharma Group

The Envision Pharma Group offers a unique blend of scientific and technology solutions providing comprehensive strategic publication planning and related data dissemination and consultancy services, enhanced with industry-leading complementary technology solutions including Datavision® and Visiontracker®.

### Project Coordinator at Envision Pharma Group

This role will provide comprehensive team, administrative, and project coordination support to ensure effective overall management of accounts and execution of deliverables.

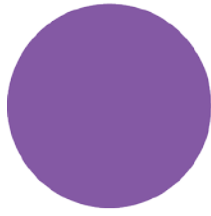
#### Roles and Responsibilities of the Project Coordinator include:

- General administrative support to account team: arrange client- and publications-related teleconferences and meetings, coordinating travel arrangements where required; keep updated client/other email distribution lists, prepare and/or send emails/letters, make copies, send faxes, arrange and ensure courier deliveries, organize and maintain key team files
- Manage compliance-related and SOP requirements for publications with medical writer support (eg, author letters, approval for editorial support, watchlists, client associated policies and needed approvals)
- Prepare, run, and/or update project status reports including internal follow up relating to project status and next steps; prepare reports for internal information gathering and/or to fulfill specific requests of client, eg, status, metrics, effectiveness analysis, bibliographic reports, congress/journal previous usage, etc.
- Work with Datavision: Develop and maintain overall knowledge of system purpose, policies, and requirements, serve as team resource for questions, training, and support, create document entries and customized reports as required
- Congress support: Research congress dates/due dates and develop congress summary/overview materials for team; coordinate poster presentations by team at congress, liaising with Editorial/Graphics as needed; be responsible for providing status updates to team, manage poster dispatch according to congress guidelines.

#### Professional Requirements

We believe that project management according to both an agency's and a client's need is a craft, and the successful applicant will possess the following tool kit:

- Bachelor's degree and/or 1-2 years direct experience in project/program coordination support in a medical communication or publications agency, or equivalent experience in timeline and project management
- "Good" or higher evaluation on hiring exam and interview, including
  1. Demonstration of organizational and critical thinking abilities
  2. Excellent written and verbal communication skills
  3. Demonstrated ability to perform basic research given a stated need



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- Comfort with working both independently and as a member of a team, ability to manage a flexible workload, often under tight deadlines
- Possession of a professional, approachable and flexible demeanour
- Excellent computer skills (Microsoft Office [Word, Excel, PowerPoint, Outlook], internet search engines, Datavision)
- Familiarity with the medical/scientific publications industry, terminology and regulatory environment is a plus.

## What Is It Like Working for the 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.

**Let our talent develop yours**

## Interested?

Send your resume and a cover letter explaining why you believe you can contribute to our continued success, to [opportunities-US@envisionpharmagroup.com](mailto:opportunities-US@envisionpharmagroup.com) or, alternatively, visit [www.envisionpharmagroup.com](http://www.envisionpharmagroup.com) to find out more.