

Account Assistant

Location: Altrincham, Cheshire

Salary: Competitive

Position: Entry-level position for a graduate with an interest in science and medical communications

Job type: Permanent

The company

Alpharmaxim provides strategic and tactical marketing and communication support to a broad range of clients across the pharmaceutical, biotech, medical device, diagnostic and vaccine sectors. As a small and dynamic company, we are able to offer unusually varied and flexible job opportunities that are tailored to the particular strengths of applicants.

The role

The successful candidate will provide essential support across a portfolio of healthcare accounts and will be responsible for:

- planning and project management of the day-to-day account activity, working closely with internal teams across different functions to drive project delivery, including organisation of pre-event support and material development
- preparing and monitoring production schedules, including managing internal resource
- producing, tracking and managing the financial status of assigned project budgets
- client liaison, including proactively responding to client queries and agreed actions.

To be considered for this position, you must be a highly organised individual with the proven ability to manage multiple priorities and changing deadlines. In addition, you must have the communication skills and confidence to liaise with clients and internal teams and build good working relationships. Relevant agency experience within the healthcare communications industry is not essential.

Get in touch

If you would like to discuss this opportunity with us, please contact Nancy Merrick on **0161 929 0400** or **nancy.merrick@alpharmaxim.com**.