



Account Manager(s) (up to senior level) – Life Sciences

London or Congleton

College Hill and the Life Sciences team

College Hill is an international business communications consultancy offering a wide range of complementary practice skills to businesses and institutions. With both specialist industry sector teams and specialist practices, our consultants bring to our clients the strategic advice and implementation needed to drive achievement of their business objectives.

Our dedicated life sciences team provides a full range of PR and communications services including corporate communications, marketing communications, healthcare communications and financial communications. Clients include biotech, life sciences, diagnostics and pharma companies, as well as associations and other industry groups.

Further information can be found on our website at www.collegehill.com/lifesciences

The Roles

Ideally **we are looking for three people** who have a minimum of 2-5 years experience in PR and/or marketing, with knowledge of relevant trade media and the life sciences research environment who are looking for their next career move to take on senior level responsibility. Ideally the candidates will have significant experience of communications (PR, marketing, advertising, media). **We will consider candidates with less experience who have the potential to progress quickly or more senior staff who can take on full client responsibility and support business development.**

The roles will encompass aspects of public relations and the smooth running of marketing and design projects, promoting a range of leading-edge life science and healthcare companies and technologies.

The positions will be based in either our London or Manchester (Congleton) UK offices, and report to an Associate Partner. The candidates will work closely with all team members as appropriate, implementing work across a number of client accounts, providing senior level counsel, as well as helping with business development. The successful candidates can expect to be given considerable responsibility and will have access to clients up to board level, thus gaining significant experience and knowledge through mentoring and on the job training.

Main Tasks

Work is very much driven by client assignments and is thus varied but unpredictable. With regards to client work, this might include:

- Project management and implementation of PR projects including PR planning, media strategy and outreach
- Maintaining knowledge of and regular contact with key journalists in the sector.
- Project management of both corporate and marketing communications and design-led projects
- Being responsible for the day-to-day progress of all projects and ensuring all jobs are completed on time and within budget
- Client liaison and acquiring a good knowledge of the client, its business and its personnel
- Copywriting

- Conference support
- Acting as a central link between the Account Director, relevant account handling staff, the studio and the finance department regarding project status and progression of work
- Working with Account Director/Associate Partner and finance department to budget and invoice jobs
- Ensuring all work meets quality standards before arranging for it to be delivered to client
- Providing guidance to more junior team members and contribute to the administrative procedures of the office in general

In addition, you will be expected to assist in business development from existing and new clients.

Required skills

At a technical level, the ideal candidates would have the following qualifications, skills and experience:

- Knowledge of laboratory science, Biotech & Pharma Industries
- Qualifications at a minimum degree level in science and/or marketing and/or PR
- Experience of sector specific media relations, PR planning and execution
- Experience in corporate and marketing communications including websites and printed materials, emedia skills an advantage
- Strong communications skills
- Excellent writing skills
- Experienced in Microsoft packages
- Fluent in spoken and written English - European languages an advantage

At a personal level, the candidates should be ambitious as the Company is looking for staff that will grow and develop with it. The Company has a strong Vision and Values, and to fit in with this the following personal characteristics are required:

- Ability to work alone as well as part of a team
- Helpful and co-operative nature with positive outlook
- Task driven and results orientated
- Attention to detail
- Ability to influence others
- Good rapport and ability to build relationships
- Good organisational skills and efficient time management with the ability to cope under pressure and tight deadlines

Rewards and Prospects

The Company offers a competitive salary commensurate with experience and qualifications. All promotions are on a meritocracy basis.

Additional benefits include Permanent Health Insurance, Life Assurance, profit sharing scheme, attractive working environment and an open and flexible culture.

Should you wish to apply please contact – Kim Pollard kim.pollard@thecollegegroup.com