

THE CONTENT EXECUTIVE



LONDON BASED - PERMANENT POSITION - COMPETITIVE SALARY

JOB DESCRIPTION

We are seeking a Content Executive to work in the Profiling Team and report to the Content Manager. As a Content Executive you will be involved in the maintenance of a database/online repository which contains expert profiles. The Profiling Team is a central component in our business and liaises with all teams in the organisation, so you should be able to respond quickly, efficiently and effectively to colleagues, demonstrating your excellent communication skills.

System Analytic helps pharmaceutical teams to identify, manage, and engage their opinion leaders and experts through a variety of market research services and digital tools. That's all we do, and we excel at it. Our clients are the world's top pharmaceutical companies. System Analytic is part of the WPP Health Practice which is made up of four specialist agencies – Ogilvy CommonHealth Worldwide, ghg | grey health group, Sudler London and System Analytic. Each of the agencies operate independently under their own unique brands but are united by a shared vision and purpose to deliver the full depth and breadth of their specialized services to clients. With the aim of providing innovative, pragmatic strategic counsel for clients' increasingly complex needs, WPP Health Practice is there to create a new health consulting capability.

WHAT WILL YOU DO?

- Quality check profile information and proof expert biographies
- Data entry for live profiles
- Provide administrative support to the Content Manager
- Review and maintain extensive and detailed Excel spreadsheets
- Assist in the creation of new profiles and be responsible for ensuring that biographies are formatted to house style and edited perfectly

WHAT WILL YOU BRING TO THE TABLE?

- Computer literate with experience using Excel, Word and PowerPoint, and the ability to work with online resources (PubMed and ClinicalTrials.gov)
- Meticulous organisational skills (meeting deadlines, sticking to workflows, following protocol)
- Exceptional attention to detail (quality checking data, cross-referencing data sets)
- Communication skills (excellent written and spoken English)
- Time management skills (the ability to prioritise tasks and work quickly and efficiently towards deadlines)
- The ability to process and maintain data accurately and in a timely manner
- An excellent eye for detail with a passion for reading, writing and editing content
- A thirst for learning - every day is a school day at System Analytic!
- The ability to work independently and be self-motivated
- An understanding of/experience in the healthcare, pharmaceutical or medical world would be a benefit, but not a necessity.

OUR PHILOSOPHY

Unlike other companies in our space, at System Analytic we don't just create great products; we aim to be the world's best in what we do. We are looking for people with a similar determination to help us become even more brilliant. As part of WPP, the world's largest communications and marketing agency network, we offer a great package of benefits, such as health insurance, subsidised gym membership and a generous holiday entitlement.

THINK YOU'RE THE RIGHT PERSON FOR THE JOB?

We'd love to hear from you. Send your CV including a cover letter to recruitment@systemanalytic.com telling us all about you!