

Digital Project Executive

Central London

Permanent position with career growth

We are seeking a Project Executive to join our busy Digital team who are responsible for managing and delivering digital projects to the world's leading pharmaceutical companies. This key role will engage with all aspects of a project for the world's leading pharmaceutical companies. This is a great entry-level role for those starting out in project management in a digital setting. You will be working in a fast-paced agency environment across multiple projects as part of a supportive team.

System Analytic helps pharmaceutical teams to identify, manage, and engage opinion leaders through a variety of market research and digital services and tools. That's all we do, and we excel at it.

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 does the role involve?

- Providing outstanding account and project support to the digital team
- Identifying, reporting, escalating and proactively resolving project issues
- Producing error-free project documentation, such as presentations and data sets for clients
- Logging and tracking project progress and assisting with reporting and analytics
- Assisting with the production of specifications for developers
- Supporting the quality assurance and testing of digital developments
- Managing complex data issues with client accounts
- Assisting with meeting the data compliance requirements of each project
- Providing advice, training and support to directly to clients where required
- Contributing ideas for how our products can be even more innovative.

What you will bring to the table

You will be a graduate, with some relevant experience or demonstrable interest in the digital sector.

You will also have:

- Meticulous organisational skills (time management, meeting deadlines, sticking to workflow, following protocol, etc.)
- Exceptional attention to detail (analysis of project-tracking spread sheets and large amounts of project data will be an intrinsic part of the role)
- A pro-active approach to problem anticipation together with good problem-solving skills (you should be able to see potential project issues way before they become project problems)
- A good understand of the digital project lifecycle and project management principles
- Amazing Excel and PowerPoint skills
- Communication skills (exceptional written and spoken English)
- An understanding of how both technical and creative processes lead to outstanding digital products.
- A positive and enthusiastic attitude towards work.
- A thirst for learning - every day is a school day at System Analytic!
- An understanding of the pharmaceutical sector or medical/scientific industries would be an advantage.

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 free gym membership, health insurance, and 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 telling us all about yourself to recruitment@systemanalytic.com