

KOL Research - Project Executive

Central London Permanent Position

We are seeking Project Executives to join our busy Research team who are responsible for managing and delivering international projects focused on medical experts. These key roles 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 or market research. 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 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.

General responsibilities of a Project Executive at System Analytic:

- Providing outstanding account & project management support to your team across multiple client projects
- Identifying, reporting, escalating and proactively resolving project issues
- Producing error-free project documentation, such as presentations and data sets for clients
- General project administration –assisting with project initiation, processing and analysis of data, creating deliverables for clients
- Compiling research results in Excel and PowerPoint and helping prepare for client presentations
- Conducting bespoke desk research to find experts, institutions, speciality, contact details etc.
- Logging and tracking decisions and assisting with reporting and analytics
- Providing QC for our databases and presentations

What you will bring to the table

- Meticulous organisational skills

- Attention to detail is your super-power!
- A pro-active approach to problem anticipation together with good problem-solving skills
- A good understand of project management principles
- Amazing Excel and PowerPoint skills
- A positive and enthusiastic attitude towards work – you are an ideas generator!
- A thirst for learning - every day is a school day at System Analytic!
- Ideas! Our business thrives on the innovative ideas of our team
- A customer-focused approach to all you do
- Self-starter, detail oriented, with strong problem-solving skills
- Excellent written and oral communication skills
- Ability to work independently and be self-motivated
- Understanding of/experience in the healthcare, pharmaceutical or medical world would be a benefit but not a necessity.

In addition to the above, what's equally important is your 'fit' with our way of thinking and our exceptionally co-operative culture. As a company, we are obsessed with innovation and as individuals, we enjoy the environment it creates.

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 telling us all about yourself to recruitment@systemanalytic.com