

Project Support Assistant

Central London Permanent position

We are seeking a Project Assistant to support the Research Team at System Analytic. You will be working in a fast-paced environment as part of a supportive team who are focused on delivering exceptional quality qualitative and quantitative research projects to our international clients.

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 Support Assistant at System Analytic:

- Reach out via email to medical professionals and schedule telephone interviews with our Interviewers
- Correspondence with medical professionals to ensure they are briefed on the interview content, thanked for their participation following the interview and paid for this participation
- Assist with sourcing of email addresses, contact details for medical experts being interviewed
- Proof reading, quality checking of data
- General project administration – including some PowerPoint work
- General team and project support as required.

What you will bring to the table

- Meticulous organisational skills (meeting deadlines, sticking to workflow, following protocol, etc.)
- Exceptional attention to detail
- Ability to work across a number of different projects at the same time.

- First-rate communication skills with exceptional written and spoken English
- Outstanding time management skills and the ability to prioritise tasks, work on your own and work towards deadlines
- Ideally some office-based experience preferred
- Proficient and confident in Microsoft Office – especially Excel and PowerPoint
- A thirst for learning - every day is a school day at System Analytic!

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