

Events Support Administrator

Synergy Vision are a growing medical communications agency working with a number of high profile pharmaceutical companies to deliver creative and innovative projects in medical education and events.

We are looking for a dynamic individual to join our events team. Your role will be to support the timely delivery of projects, working closely with colleagues in the Medical Writing and Account Management teams.

The successful candidate will report to the events team's Account Manager.

This role provides an opportunity for an enthusiastic and motivated individual to join our growing agency. If you are proactive, keen to learn and want to start a career in medical communications, we'd love to hear from you.



Location: London

Job type: Permanent, Part-time with flexible working available

Salary: Competitive, dependent on experience

Interested in applying?

Please submit your CV together with a brief covering letter to:

applications@synergy-vision.com

This job is for you if you have:

- Strong written and verbal communication skills
- Excellent attention to detail
- A dynamic approach, with an ability to use your initiative working alone or as part of a team
- An energetic, can-do attitude
- Excellent interpersonal skills, including the ability to interact with people on the phone, email and face to face in a professional manner
- Ability to listen, learn and improve within the role
- Confidence to speak up when opportunities to improve are identified
- Ability to prioritize tasks, this will be important when working across two departments
- Good time management skills, and are punctual and reliable
- An appreciation of our company values and are able to fit into the culture of Synergy Vision
- Ability to work within all company policies and procedures including data protection

Key responsibilities:

- Liaising positively with colleagues
- Cross-checking spreadsheets
- Printing labels
- Booking flights and other transport
- Liaising with external printers to order printing and checking this on delivery
- Organizing couriers
- Performing research such as internet searches for venues and other information
- Collating welcome packs for onsite events
- Preparing meeting materials for onsite travel
- Organizing mail and reception duties
- Preparing the office for meetings and external visitors.

You have:

- Excellent communication and interpersonal skills
- Effective organizational and time management ability.

We offer:

- Competitive salary, pension, 25 days of annual leave, flexible working, season ticket loan, duvet days, free breakfast, Perkbox employee rewards scheme, birthday lie-in, option to purchase additional holiday, team days and socials.