

## Senior Account Executive

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 Senior Account Executive to support our team on a range of medical communications activities. Your role will be to support the timely delivery of projects, working closely with colleagues in the Medical Writing and Account Management teams.

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 event management, we'd love to hear from you.



**Location:** London

**Job type:** Permanent, with flexible working available upon request

**Salary:** Competitive, dependent on experience

**Interested in applying?**

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

[applications@synergy-vision.com](mailto:applications@synergy-vision.com)

### This job is for you if you have:

- A high level of self-motivation and initiative
- Great attention to detail
- The ability to work effectively in a team or autonomously in a fast-paced environment
- Excellent written and verbal communication skills
- The ability to accept and act on constructive feedback
- Excellent organizational and planning ability, with a proactive attitude
- Strong interpersonal skills, with experience in negotiating and diplomacy
- A desire to develop your career in a successful and growing agency.

### Key responsibilities:

- Understand project objectives and provide input as required
- Maintain timely and clear communication throughout each project to clients, colleagues and suppliers
- Demonstrate effective and efficient teamwork
- Provide support to the team in managing project budgets and timelines
- Develop effective working relationships with clients, colleagues and suppliers to facilitate successful outcomes
- Maintain accurate documentation including status reports, project databases, and financial trackers
- Schedule and participate in client meetings.

### You have:

- An undergraduate degree education.
- Excellent communication and interpersonal skills.
- Effective organizational and time management ability.

### You might also have:

- Higher degree

- Experience of project management
- Previous experience in events.

**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.