



## Scientific Project Coordinator – Helios Global Group

**Business Type:** Medical Communications Group (Multiple Agencies)

**Job Type:** Hybrid project management (~80%) and medical writing (~20%)

**Job Level:** Entry Level

**Position:** Full Time

**Salary:** Competitive

**Location:** Cheshire (Alderley Edge), central Manchester, Oxford

**Reference:** HMCSPC004

### Job Details:

Founded in 2015, we have grown from a single agency (Helios Medical Communications) into a large group (Helios Global Group), comprising separate healthcare communications agencies: Helios, Selene and Apollo, and Cogentia, a HEOR and market access consultancy.

We now have offices in five locations (Alderley Park UK, central Manchester UK, Oxford UK, Cambridge UK and Connecticut USA). In 2020, we ranked as the 17th fastest-growing UK company in the Virgin Atlantic Sunday Times Fast Track 100. In 2021, we were announced as the winner of the Alantra Pharma Fast 50 – the fastest-growing privately owned company in the Analytics, Insights and Communications category. We are looking for a PhD or MSc graduate to join our talented team as a Scientific Project Coordinator.

The core responsibility of a Scientific Project Coordinator is to provide effective administrative and project management support to account teams, and assist in the development of scientific/editorial content (medical writing). The focus of the role is more on the project management side of medical communications, providing support across various client accounts by developing and maintaining trackers and timelines, liaising with clients, external experts and suppliers in the delivery of projects, and referencing and data-checking scientific outputs, as well as attending client meetings and teleconferences, where required. You will also develop scientific content across a wide range of deliverables (eg publications, slide decks, training materials, etc.).

As a Scientific Project Coordinator at Helios, you will typically support two different accounts and/or clients to ensure a broad foundation in medical communications. Subsequent career development opportunities from this role include both the scientific project leading (account management) and medical writing aspects of medical communications.

What we are looking for:

- PhD (preferred) or MSc in a biological, biomedical, pharmacological or medical discipline. Chemistry graduates will only be considered if there is a strong biological or medical component to their degree
- Excellent English language and grammatical skills
- Excellent attention to detail
- Effective teamwork
- Excellent time management
- Excellent problem-solving skills
- Excellent communication skills



**HELIOS**  
GLOBAL GROUP

Training and personal development are important parts of working at Helios. We offer core inductions and a bespoke training programme to all new team members, no matter how experienced. When you join Helios, you will have the opportunity to work alongside highly skilled and very experienced team members, including the Company Directors. We have a nurturing and open feedback culture, which aims to bring out the best in everyone. You will also have plenty of opportunities to expand your skills and experience, and you will be rewarded with significant personal development and progression opportunities.

If you are looking for a rewarding position, where you can make a real difference and where you will be challenged and stretched in a dynamic yet supportive team environment, please send your CV and covering letter to [recruitment@heliosglobalgroup.com](mailto:recruitment@heliosglobalgroup.com)