

## 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

### Job Details:

Founded in 2015, Helios has grown from a single agency (Helios Medical Communications) into a large group (the Helios Global Group), comprising four separate agencies: Helios, Selene, Apollo and Cogentia.

We now have offices in five locations (Alderley Edge UK, central Manchester UK, Oxford UK, Cambridge UK and Connecticut USA). Previously, we ranked as the 17th fastest-growing UK company in the Virgin Atlantic Sunday Times Fast Track 100, have been winners of the Alantra Pharma Fast 50 (the fastest-growing privately owned company in the Analytics, Insights and Communications category), and we are in the Top 10 of female-founded UK businesses.

The core responsibilities of a Scientific Project Coordinator are to provide effective administrative and project management support to account teams, and to assist in the development of scientific content (medical writing). The main focus of the role (~80%) is on project management, providing support across 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. You will also attend client meetings and teleconferences, producing minutes and delivering associated actions. Aside from project management, you will also have the opportunity to assist with scientific content development across a wide range of deliverables (eg slide decks, reports, digital outputs, publications, content for client meetings [such as advisory board and symposia], and training materials).

As a Scientific Project Coordinator at Helios Global Group, you will typically work within one or two account teams alongside other colleagues with varying levels of experience. Subsequent career development opportunities following on from this role include either scientific project leading (account management) or medical writing roles.

What we are looking for:

- PhD, MSc or BSc in a biological, biomedical, pharmacological or medical discipline. *Please note that 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
- Excellent communication skills
- Excellent problem-solving skills
- Excellent teamworking skills



- Excellent time management

The successful candidate will possess a 'can-do' attitude, be responsive to feedback, and be able to thrive in a fast-paced and dynamic work environment. Prior experience (outside academia) of project management and/or writing is desirable.

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)