

ACCOUNT DIRECTOR

THE COMPANY:

At Bamboo Medical Communications we are dedicated to shaping the future of healthcare communications. Our talented and vibrant team work with our clients on cutting-edge treatments that make life-changing impacts to thousands of people all over the world. We provide tailored expertise in Medical Communications, Medical Education, Medical Affairs and Medical Events for pharmaceutical and medical device companies across a huge variety of therapy areas.

We are a dynamic and innovative agency committed to advancing healthcare by creating clear, engaging, and impactful content for healthcare professionals and patients across the globe.

JOB TITLE: Account Director

REPORTS TO: Business Unit Director

JOB TYPE: Full-time; Hybrid

SALARY: £53,000 - £65,000 depending on experience

ROLE DESCRIPTION:

Working within a business unit, the role will be varied and fast-paced and you will be directly responsible for the health and growth of your key account and any large-scale projects. You will be expected to become a trusted partner to your clients and will deliver client service excellence, while working with your team to ensure projects are delivered on time and on budget. You will build a detailed strategic understanding of the molecules you are working on and the environments they are used within in order to ensure that all projects remain on strategy and to achieve client growth.

This role will require a high degree of project management skills, working with your team to plan the resource required and guiding them to deliver the best possible outputs in the most efficient way.

You will have input into the growth of your team by identifying opportunities to grow accounts, develop new leads as well as line managing direct reports to get the best out of them. You will also collaborate with the senior team members on account strategy and business growth.

KEY RESPONSIBILITIES:

- **Client service:** Lead client liaison across several key projects whilst building relationships, identifying opportunities to expand the account, and ensuring client satisfaction.
- **Project management:** Keep projects on time, on budget and on strategy. Be the key decision maker when deciding direction, problem solving and budget spend on accounts.
- **Financial control:** Developing budgets and monitoring project profitability across accounts.
- **Quality control:** Maintain and uphold all internal management processes and SOPs.
- **Leadership:** Be responsible for PDP, annual appraisals and training for direct reports. Collaborate with internal teams in order to push boundaries and deliver the best results as efficiently as possible.
- **Growth:** Be confident in leading a pitch process. Work with the senior team to identify and maximise new opportunities.

CANDIDATES MUST HAVE THE FOLLOWING SKILLS AND EXPERIENCE:

- Bachelor's degree in Life Sciences (degree in communications, marketing or similar will also be considered).
- Minimum of 3 years of experience in medical communications or related roles in the pharmaceutical or healthcare industry.
- Minimum of 2 years of Account Management experience or similar experience.
- Experience and deeper understanding of at least 2 therapy areas and markets.
- Experience of financial management and planning.
- Pitch and presentation experience.
- Proficiency in Microsoft Office and Veeva PromoMats.
- Understanding of the ABPI and EFPIA
- Experience in direct line management and development of staff.
- Be self-motivated, passionate and a good communicator.

APPLICATION PROCESS:

Interested candidates should submit a resume and covering letter to emily@bamboo-medical.com

Successful applicants will be contacted by email. The interview process will consist of a preliminary screening interview (virtual), first interview with the Business Unit Director (virtual) and a 3 hour interview including 3 tasks to be completed on site at the Bamboo office.