

Bioscript[®]

Database Coordinator

Are you process driven and do you like to work in a methodical, well organised and structured way? Do you have excellent communication skills and pride yourself on your accuracy and attention to detail? Are you looking for an opportunity to join a forward-thinking, flexible, friendly and dynamic medical communications agency? We are looking to recruit an experienced Database Coordinator to strengthen our editorial teams. If you think we have just described you, then we would love to hear from you.

Location: Macclesfield, Cheshire

Job type: Permanent, full-time.

Benefits: Competitive salary, profit-related bonus, pension, health insurance, 25 days' holiday and much more!

Company information

Bioscript Group agencies deliver global healthcare communications to international pharmaceutical company clients across multiple therapy areas. We are independently owned and have grown steadily over the past 13 years, adding new clients and talented new staff every year. We are proud that clients we worked with in the beginning continue to work with us today.

The role

This new role has been created to meet the growing needs of the business. As Database Coordinator you will:

- Provide a high level of database expertise to support internal and external clients' requirements using client management tools such as Datavision, PubStrat and Zinc
- Use client management tools to send documents for internal and external review
- Monitor due dates to identify approaching deadlines and liaise with editorial teams to follow up appropriately
- Collate comments received at review and communicate accordingly
- Proactively work with teams to ensure databases are up to date and reviews completed on schedule
- Ensure all necessary documentation is obtained from authors and uploaded to client management tool

Requirements

- GCSE or equivalent in English (Grade A*, A or B)
- Experience of working with databases such as Zinc, Datavision, PubStrat in a medical communications environment
- Excellent written, verbal and inter-personal skills
- Ability to follow processes and suggest improvements where appropriate
- Capable of working independently and as part of a team
- Ability to work in a methodical, well organised and structure way

Interested?

Send your CV and a covering letter to careers@bioscriptgroup.com

All offers of employment are subject to candidates' ability to provide suitable documentary evidence of their right to work in the UK.