

ENVISION PHARMA  
GROUP



Together, turning vision into reality

## **A career at Envision Pharma Group may be just what you're looking for!**

### **About Envision Pharma Group**

We are a global leader in medical communications, with an international portfolio of pharmaceutical and biotechnology company clients, whom we support from our offices in the UK, US, and the Asia Pacific region. We have an enviable reputation in our field and a heritage founded on continual innovation and leadership in best practice.

Inspired by the growing demand for evidence-based solutions, we develop long-term evidence-generation plans inclusive of scientific publication planning, health economics, outcomes research, and statistical support to meet the evolving requirements for proof-of-value for our clients' products.

### **Program Manager at Envision Pharma Group**

This role will provide comprehensive account program management support to ensure effective overall management of accounts and execution of deliverables. The right candidate will work independently and proactively, both under the guidance of other team members and under their own direction.

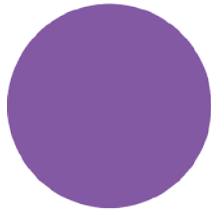
#### **Roles and Responsibilities of the Program Manager include:**

- Independently set up and manage the publication submission process through to finalization of author contract forms including completing relevant details in a predefined, legally-approved template, obtaining client approval, author agreement and signature, and entry of completed document into Datavision®
- Proactively communicate congress requirements and submission deadlines to account team
- Research appropriate congresses or journals from a content/audience/history of publication and account perspective
- Work with Datavision: Develop and maintain overall knowledge of system purpose, policies, and requirements; create document entries and customized reports as required
- Oversight and development of ad-hoc and assigned projects alone or with a Client Solutions Director in support of Client Solutions and/or team workload.

#### **Professional Requirements**

We believe that project management according to both an agency's and a client's need is a craft, and the successful applicant will possess the following tool kit:

- Bachelor's degree or greater and 3+ years direct experience in scientific or editorial program management in a medical communication or publications agency, or equivalent experience in timeline and project management
- Experience working in the publications industry, and understanding of key terminology, environment, and publication development process



ENVISION PHARMA  
GROUP 

Together, turning vision into reality



- “Excellent” or higher evaluation on hiring exam and interview, including
  1. Demonstration of organizational and critical thinking abilities
  2. Excellent written and verbal communication skills
  3. Demonstrated ability to perform basic research given a stated need
- Possession of a professional, approachable and flexible demeanor – be able to go between internal and client times with ease and poise
- Excellent computer skills (Microsoft Office [Word, Excel, PowerPoint, Outlook], internet search engines, Datavision).

### What Is It Like Working for the Envision Pharma Group?

Training and mentoring will be available according to your previous experience. Development goals and milestones will be agreed with you, so that you can monitor your own progress and measure your success.

We are a dynamic and rewarding company to work for, offering excellent benefits and a friendly, supportive and vibrant work environment.

### Interested?

Send your resume and a cover letter explaining why you believe you can contribute to our continued success, to [opportunities-US@envisionpharmagroup.com](mailto:opportunities-US@envisionpharmagroup.com) or, alternatively, visit [www.envisionpharmagroup.com](http://www.envisionpharmagroup.com) to find out more.