



## **Account Coordinator**

Contract position, 30-40 hours/week, remote work, daytime hours

### **About Point-of-Care Partners**

Point of Care Partners is leading health care IT management consulting company operating in a fully virtual environment. We help life sciences and biopharma companies navigate the complexities of EHRs to improve access to treatments and to thrive in the new world of value-based care.

We are committed to the professional growth of all employees, and our culture is one of putting our families first and having fun while still working hard. On the leading edge of the evolution of health care, we are proud to be making a difference by helping companies put patients first and either operate more efficiently or increase revenue that can result in a more affordable healthcare system. We are also committed to giving back by supporting charitable organizations and providing in-kind services to standards development organizations.

### **The Role**

We are looking for a rock star pharma agency account coordinator who is just as comfortable being client facing as they are working behind the scenes with the full team, pitching in where needed, eager to learn the content and provide input.

In this position, you will work in various capacities as a member of an overall project team - an account team member to ensure that projects/services sold to clients meet specifications, timelines, and quality standards. As an Account Coordinator, you will own deliverables from start to finish through the editorial and design process. You will work across a variety of client project teams with a broad array of project deliverables. The Account Coordinator contributes substantially to client satisfaction through competent project management. Must have a computer and internet access, preferably with the Microsoft suite apps.

### **Responsibilities:**

- Works collaboratively with account managers/directors, graphic designers, copywriters, editors and subject matter experts to create and manage project timelines and prioritize deliverables for the team
- Creates, maintains and issues weekly status reports as well as daily, annual and weekly schedules
- Orchestrates internal resources and freelance help in accordance with project specifications and timelines
- Drives and manages the workflow of all team members to ensure the best quality of the deliverables as well
- Engages Account Management Teams and others about issues to maintain or exceed standards of quality relative to client deliverables

- Collaborates with staff and freelance team members and provides ongoing guidance to the project team regarding items including but not limited to structure, scope of content, technology requirements, art and design and development needs of the project to ensure that team members are meeting the product's marketing and creative goals
- Checks changes and approves versions of the project at various required stages

**To Succeed You Will Need:**

- Pharma or other agency account management experience
- Working knowledge of graphic design, editorial, technical and production processes
- Ability to efficiently work remotely
- Must be a self-directed professional, able to multi-task and lead cross-functional teams
- Must have strong organizational, interpersonal and communication skill
- Strong business knowledge required in the area of pharmaceuticals, client services/account management, the healthcare market, the medical industry and/or medical communications and publishing is a plus
- Experience using Basecamp, Smartsheet a plus

If interested, please submit resume and hourly pay requirements to [careers@pocp.com](mailto:careers@pocp.com).