

want to make
an impact?

Acteon

Administrator: Pharma Team

What we do

Acteon creates communication and learning to help people flourish. That means helping people to make better choices, work more efficiently, be safer, get up to speed faster, sell better, develop their professional skills – whatever it is that makes them, and their organisations, more successful.

We work with our clients to understand the specific objectives that underpin success, and then use communication and learning to drive the positive behaviour change that delivers them. Our solutions work because they are aligned with the context, culture and values of individuals and the organisation.

We're fortunate to work with exciting, household-name clients in a wide range of sectors. A sample of our recent projects include work like:

- helping Royal Mail staff to combat scam mailings
- supporting effective risk management across Co-op Group
- introducing Channel 4 colleagues to new TV audience monitoring technology
- building the reputation of Bayer in the field of ophthalmology
- helping ensure data privacy at Condé Nast.

How we do it

At the heart of our work are three capabilities:

1. **Practical consultancy** – helping design and deliver the right solution, through stakeholder engagement, learning design, communication planning, implementation support and evaluation.
2. **We are a content partner.** We understand our clients' processes, procedures, change messages, onboarding information etc. and can translate this into effective and engaging content. We do that in a wide range of formats – e-learning of course, but also video, print, for the classroom, for workplace performance support and internal communication campaigns.
3. **We provide technology for learning and communication.** We produce tools and systems for content creation and learning management, and our depth of experience with technology makes us a great partner when working with a client's existing IT and LMS infrastructure.

What we are looking for

Acteon are looking for an administrator to join our busy medical communications team. The primary role is to undertake the upload, annotation and management of regulatory documents through a formal electronic review process. This is not a typical administrative role as the tasks involved are quite specialised, requiring a great deal of accuracy and attention to detail.

You will be responsible for providing administrative support to a group of around 10 consultants, the main tasks will include:

- sourcing publications, scanning and uploading documents
- annotating PDFs and administration of electronic approval systems
- testing and screen capturing electronic learning content
- preparing and organising multiple files for publication upload
- supporting with basic e-authoring tasks, such as adding audio, linking and managing exports
- administrative and logistical support for colleagues

You will also be required to cover occasional absences for our reception team, namely:

- answering switchboard calls and receiving deliveries at reception;
- preparing tea/coffee for staff meetings.

The ideal candidate will have:

- proven experience in an administrative capacity, specifically data entry and processing;
- excellent communication and interpersonal skills;
- meticulous, with a strong eye for detail and a highly methodical approach;
- a love for process and the ability to work to tight deadlines;
- experience in prioritising tasks and managing a varied workload;
- high computer literacy with advanced MS Office skills, particularly Word, Excel and PowerPoint, plus a willingness to learn new systems;
- a mature, self-directed attitude to work and be a flexible and willing team worker.

Experience working with electronic regulatory approval systems in the pharmaceutical or medical communications industry would be advantageous.

Who we are and how we work

Acteon is a limited liability partnership, owned and led by five partners who are all active practitioners within the business. Our in-house team is currently made up of sixteen consultants, ten Studio colleagues, a Digital team of fifteen, three marketing staff and four administrators. In addition, we work with a network of trusted freelance writers and graphic designers.

We pride ourselves on the great relationships we build with our clients, and our ability to exceed their expectations. That strength is rooted in quality – the quality of our work, and the quality of the working experience. We have a very strong reputation within our industry and have won multiple national industry awards.

Acteon is a friendly, flexible and collaborative place to work. Colleagues get focused, individual support for personal development, and we do a lot of knowledge-sharing and development work within and across teams. We care about colleagues achieving a good work-life balance, and there's plenty of both organised and informal socialising.

What we offer

We offer the satisfaction of doing stimulating and varied work at a high standard in a friendly and supportive environment. As a member of a small company you'll have the chance to influence the development of Acteon and to contribute to and share in our success.

The role will give you the chance to work with independence, whilst still having the guidance and support of an experienced and dynamic team. We are happy to consider both full-time and part-time options. We offer a salary of between £18,000–£20,000 FTE, commensurate with capability and experience, a contributory pension scheme, life assurance, gym membership and 25 days annual holiday (in addition to statutory holidays). In successful years we make bonus payments.

Making your application

If you think you're the person we're looking for, we'd love to hear from you. Please send your CV with a covering communication describing how your skills and experience match our needs.

Applications should be sent to tori.mckillen@acteoncommunication.com to arrive by Wednesday 28th August. Interviews to be held week commencing 2nd September 2019

Further information

If you have any questions please contact Tori McKillen on 01223 312227 or tori.mckillen@acteoncommunication.com

Acteon designs and delivers blended learning to help organisations flourish. We craft creative solutions that make a real and lasting change for our clients. We provide support for strategy & design, change communication, e-learning, blended learning, mobile, video, animations, workbooks, gamification, coaching tools and learning management.

Acteon is one of the most successful e-learning agencies in the UK, having won 8 Gold Learning Technologies Awards.



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