

Client Production Administrator

Job Details:

Days of Work: Monday – Friday
Working Hours: 08:30 – 17:00
Reports to: Editor
Department: Production
Place of Work: European Medical Group Ltd t/a European Medical Journal
Coppergate House
16 Brune Street
London
E1 7NJ

Duties:

- Coordinating the creation of dazzling articles, adverts and email campaigns for clients
- Juggling your immense workload and always producing quality, EMJ standard work. Doing whatever it takes to get your projects completed on time!
- Taking part in telephone conferences with clients and our Client Services Team
- Assessing feedback on articles and making recommendations on how we can improve what we do
- Be an active and enthusiastic team member 😊

What's in it for you?

- Amazing progression opportunities within the company
- Annual staff summer and Christmas parties
- Fun monthly incentives for meeting targets
- Company wage with increases after employment milestones
- Exciting and growing industry
- Ongoing coaching and training
- Positive and supportive work environment

If this sounds like you, apply now!

- Confident and a great communicator
- Organised and can prioritise workload
- Strong IT skills
- Born problem solver
- Team player
- Relevant experience is a huge bonus!
- Lives the EMJ Values

What are your goals for your career? For yourself? At the European Medical Journal, we will give you the guidance and training to make them possible – but do you have the drive to make them happen?