

# Job Description – Project Coordinator

## About the role

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SaySo Medical is seeking a Project Coordinator to join our rapidly growing dynamic team.

We connect healthcare professionals around the world and facilitate discussions about developments in medicine and dentistry.

In this varied and exciting role your day-to-day tasks will include supporting Production Managers in the end-to-end management of virtual events. This will involve working closely with the production managers to assist in the planning and delivery of high quality web-based meetings and hybrid events for an array of healthcare companies and providers. You will report to a Senior Production Manager and will be given the opportunity to input into the management and evaluation of SaySo deliverables.

Our offices are in Soho, but at present we are all working remotely until it is safe to return to the office environment.

**Hours:** 37.5 hours per week. In order to support varying time zones globally there will be the requirement to work very occasional unsociable hours. This time will be given back in lieu as appropriate.

**Salary:** Salary and package dependent upon experience.

## Responsibilities

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You will assist the Production Manager with all aspects of each project which will vary. Some of your responsibilities may include:

### Pre-event planning

- Assist in the creation of event content including the SaySo platform event page via CMS
- Manage technical checks with healthcare professionals around the world
- Assist the Production Managers in project planning and document creation
- Manage SaySo's technical equipment and loan log

### Live event management

- Manage the live-event technical support via email or Live Chat
- Run live polling

### Post event

- Monitor discussion forums
- Assist in the Management of the SaySo platform pages and videos

## Requirements

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- Higher education qualification/s (basic requirement)

### **Basic experience**

- Interest in digital technology
- Experience working in digital/multi-channel marketing
- Demonstrated ability to successfully handle multiple projects concurrently
- Excellent verbal and written communication skills

### **Preferred experience**

- Experience working on webinars
- Pharmaceutical / Healthcare Industry experience
- AV or webcast streaming knowledge

## About SaySo Medical

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SaySo is a rapidly growing digital healthcare company based in Soho, London.

SaySo virtually connects doctors to hospitals, academic groups and pharmaceutical companies to increase the sharing of knowledge. We provide a platform for meaningful collaboration and contribution where doctors and other healthcare professionals can find fresh insight and the latest information with the aim of improving patient care.

We use digital channels to deliver meetings that engage healthcare professionals, from large international interactive webcasts to small scientific discussion groups and clinical trial investigator meetings.

We also provide an e2e service for all virtual meetings with HCPs, from small discussion groups, webinars and large webcasts and investigator meetings. All of which are produced to a high standard in a TV style.

Our background is in pharmaceutical multichannel marketing, medical affairs, clinical research, digital health & production.

For more information on SaySo Medical please visit [www.saysomedical.com](http://www.saysomedical.com)