

90TEN is a global healthcare communications consultancy with a mission to make people healthier and happier through life-changing medical education and communications. We provide medical communications, public relations and patient advocacy services that use behavioural science methodologies to maximise brand and health outcomes. As part of Envision Pharma Group – a global leader in medical affairs – we have the depth and breadth to change lives across the world.

90TEN Medical is our medical education division staffed by academic scientists, medical writers and healthcare marketing experts. Our award-winning work includes medical and scientific strategy development, multichannel marketing and events and creative education programmes for our clients in the pharmaceutical and biotechnology industry.

What really sets us apart in our field is that we are creatives who think outside the box. We have a passion for delivering high science through unique and compelling content that is designed using our behavioural science-infused suite of tools. Whether it is verbally, experientially or visually, we capture the hearts as well as the minds of our audiences, giving them simple steps to achieve positive change.

Importantly, we are a people-first business. We prioritise, grow and develop our individual passions. The outcomes are life-changing for our team, our business and for the healthcare landscape.

Account Executive

The Account Executive is an important role within our Medical division and will work closely with Account Managers/Account Directors on one or more client accounts to ensure programmes are delivered effectively, professionally and in-line with the agreed strategy, specifications and budget, while maintaining the very highest standards of compliance. The Account Executive will develop relationships with clients and healthcare professionals and further develop their competencies in medical education and communications.

The Account Executive will support the team to deliver medical communications programmes with a focus on tactical implementation, providing updates to the Account Manager/Account Director as required. The Account Executive will demonstrate financial management skills and is responsible for managing cost trackers and invoicing. The Account Executive may be required to support new business efforts including undertaking background research and managing insight calls.

Core responsibilities

- Support on day-to-day account management and stakeholder liaison, including managing status reports, timelines, financial tracking
- Create effective partnerships with clients, internal teams and external vendors
- Proactively communicate resourcing needs to Account Manager to ensure task and/or project completion according to client requirements and deadlines
- Develop an understanding of behavioural science to effectively use 90TEN's suite of proprietary tools to drive effective behaviour change
- Continue to develop an understanding and knowledge of the market in which clients operate

Commercial and financial management

- Support cost tracking, manage client invoicing and support Account Manager with budgeting and project reconciliations as needed
- Liaise with 3rd parties regarding budget estimates, purchase orders and invoicing

Teamwork and team leadership

- Actively participate in team meetings
- Proactively flag resourcing needs with Account Manager
- Coach, mentor and motivate junior team members

Business development

- Participate in new business activity including research, brainstorming and arranging insight interviews

Administration and reporting

- Complete all administration and reporting internally and in line with client requirements including completing timesheets
- Maintain up-to-date knowledge and capability in all main software packages including Microsoft Office