

Porterhouse Medical

Porterhouse Medical is a global insights and healthcare communications agency with a reputation for excellence. We work with some of the largest pharmaceutical companies in the world, helping them to connect with a global audience of healthcare professionals and patients, with a focus on improving people's lives.

Our growing, expert team is the perfect blend of science and creativity. We have editors, strategists, medical writers, client services managers and designers, who all work closely together on a variety of projects to ensure they are completed to the highest standard for our clients. Our core values, which form our Porterhouse PATH (Passion, Ambition, Togetherness and Humour), are built into our daily working lives and contribute to our culture and strong relationships.

Porterhouse Medical is part of SCIRIS, a global family of agencies delivering exceptional healthcare communications and consultancy services. SCIRIS connects best-in-class capabilities to achieve success across therapeutic categories and all phases of brand development through offering bespoke programmes in healthcare communications, health economics and outcomes research, creative and brand strategy, medical compliance, and insights. Together we are united by our ability to deliver intelligent solutions, inspired by science.

Project Coordinator (UK office/hybrid role) – Job description

We are currently looking for proactive Project Coordinator to join our busy client services team at this exciting time. The successful candidate will have exceptional project management, and strong face-to-face and written communication skills. They should be prepared to work in a fast-paced, collaborative environment across client services, finance, creative, and other functions.

Role summary

This role provides high-quality operational, systems, and logistics support to the Client Services team, helping to keep programmes running smoothly and compliantly. It will involve a range of recurring administrative tasks (e.g., contracting trackers, system updates, uploads, and meeting materials), enabling project leads to focus on delivery, strategic planning, and client engagement. The role requires the ability to balance speed with accuracy, seeking clarification where needed.

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4 Windsor Square, Silver Street, Reading, Berkshire, United Kingdom, RG1 2TH
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As Project Coordinator, your key responsibilities will include:

- **HCP contracting support:** coordinate contracting administration, maintain trackers, and support the team in progressing HCP agreements in line with internal processes.
- **Transfers of Value (TOV) reporting:** support accurate data collection and reporting, maintaining clear audit trails and documentation.
- **HubSpot / CMAP administration:** update jobs as required; ensure core project details are entered accurately and promptly.
- **CMAP updates:** upload purchase orders (POs) and associated documents; maintain fee estimators in line with approved budgets; support ongoing job hygiene (e.g., project dates, documentation, and status updates).
- **Logistics support:** liaise with Corporate Traveller (or other travel partners) to coordinate flight and hotel bookings; compile traveller details and requirements; confirm itineraries and maintain records.
- **Meeting materials support:** prepare and quality check practical meeting assets (e.g., sign-in sheets, tent cards, name badges), ensuring consistency with agreed templates and attendee lists.
- **Veeva uploads (non-reference-linked materials):** upload approved assets (e.g., pull-up banners, emailers, evaluation forms) as directed, ensuring correct naming conventions and folder placement.
- **Template creation:** develop and maintain simple, reusable templates (e.g., project trackers, timelines) to streamline team ways of working.
- **Resource booking:** book internal support as requested (e.g., creative time) and help coordinate schedules with relevant stakeholders.
- **Scheduling support:** arrange 1:1s with KEEs (Key External Experts) and internal stakeholders, managing calendars and confirmations.
- **Content generation and publishing:** Coordinate generation of website and social media content, including announcements, event updates, team photos, and awareness posts, ensuring all communications are timely and aligned with organisational goals.
- **General project support:** maintain organised folder structures and version control; support ad hoc administration required for summits/symposia and other programmes.

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Desired background and skills

We are looking for the very best graduates with a life sciences or business/marketing degree (or similar relevant qualification). Project management training or certification, such as PRINCE2 or PMP, is highly desirable and will be considered advantageous.

Relevant experience within the healthcare, pharmaceutical, or marketing sectors is preferred, alongside strong organisational and communication skills.

Specifically, we are looking for individuals with the following skills, attributes and qualifications:

- A bachelor's degree (2:1 or higher) and a strong academic record
- Strong literacy and numeracy skills, and excellent attention to detail
- Demonstrable administrative/project coordination experience in a fast-paced environment (agency, healthcare, professional services, or similar).
- Strong systems aptitude and confidence working across multiple platforms (e.g., CRM, project/job systems, approval platforms).
- Experience supporting contracting and/or compliance administration (desirable).
- Excellent organisational skills and the ability to manage competing deadlines across multiple workstreams.
- Exceptional attention to detail, with a consistent approach to checking lists, names, dates, document versions, and data accuracy.
- Clear written communication and professional stakeholder management (internal and external).
- Strong Microsoft Office skills (Word, Excel, PowerPoint) and comfort creating simple trackers and templates.

Applications

To apply, please send your CV and a covering letter to careers@porterhousemedical.com for the attention of Jan Coetzee (Talent Manager).

We do not accept unsolicited CVs from recruiters or employment agencies.

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