



Job Specification: Editorial and Database Assistant

A full-time Editorial & Database Assistant is required to join our production team, and to help with the forthcoming launch of our online content portals and lead sourcing projects. We are looking for someone with good computer skills including Microsoft Office and Excel. Experience in content writing and database management is advantageous, but not essential for the role. You will have a good eye for detail, great accuracy and be able to follow briefings and instructions.

Reporting to our Head of Production, we are looking for someone with a friendly, approachable manner, able to work independently and as part of a team under deadlines.

Job Description:

- Collate relevant data and conduct project-based research to help senior producers on editorial and lead sourcing tasks
- Provide general administrative and research support to our senior producers for pharmaceutical and life sciences conferences
- Work closely with other departments (e.g. marketing, customer sales) to enable effective content management of our online content hubs
- Lead sourcing and researching potential customers/readers for the community portals and events we produce including sourcing full contact details and uploading them onto our in-house database
- Assisting the production team with admin for our online and in-person events as well as discussion groups
- Qualifying leads and checking information is correct within our company database

We are looking for someone with:

- Good computer skills including Microsoft Office and Excel
- Ideally, educated to degree level or equivalent with a genuine interest in content writing, communication and life sciences events
- Good eye for detail, great accuracy and ability to follow briefings and instructions and complete tasks by deadlines

Benefits of the role:

You will receive a basic salary from £18-19,000 PA. To the right candidate we provide excellent remuneration, training, benefits and a long-term career plan. Staff are also provided with annual appraisals, mental health support during our Time to Talk days and annual staff awards to recognise achievements.

Additional benefits include - gym membership, flexible/home working opportunities, regular social events, increment of holiday during employment.

Interested in joining the team? Email your CV and cover letter to careers@oxfordglobal.co.uk