Medisoft Limited – Job Specification



Job Title:	Project/ Account Manager – Clinical Software (Full time, permanent role)
Location:	Leeds based – Covering UK customers
Salary:	£30k - £40k depending on experience

This is a fantastic opportunity for an experienced Project/ Account Manager to join an innovative and highly successful healthcare software provider.

The successful candidate will be responsible for current and prospective customers and the implementation, upgrade and ongoing customer relationship for users of our Electronic Medical Records (EMR) system.

We only employ the brightest and best candidates, but in return we offer stimulating and interesting work, great career potential, as well as flexible hours and unique benefits.

The role:

As a Project / Account Manager, you will drive forward the delivery of our software, and be the first point of contact for project stakeholders and customers. You will work with a variety of technical and non-technical teams ensuring that software projects are delivered quickly and professionally.

You must be willing to travel across the UK, be confident in managing multiple projects concurrently to a high standard, and have excellent time management and communication skills.

Core Responsibilities:

As Project / Account Manager, you will be responsible for:

- Maintaining / developing current UK based customer accounts via regular on site visits
- Producing, maintaining and following up customer documentation e.g. contracts, quotations
- End to end project management, including producing and maintaining project documents
- Managing customer expectations and making key decisions where necessary
- Attending customer sites and trade shows to meet contacts and demonstrate the software

What we expect from you:

- Proven experience as a Project or Account Manager
- Experience developing and maintaining customer relationships

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- Strong communication and presentation skills
- Willingness to travel to customer sites (mostly hospital based) as required
- Experience of working with the NHS (our main customer) ideal but not essential
- Experience using project management methodologies (e.g. PRINCE2) ideal but not essential

Package:

To attract and retain the very best talent we offer a generous package, including:

- Competitive Salary
- Flexible working
- Annual team tour
- Personal development/ training opportunities
- Generous holiday allowance with annual increment
- Childcare voucher scheme
- Cycle to work scheme
- Long service profit share scheme

Working for Medisoft is an opportunity to make a real difference to people with eye conditions and the clinical teams who care for them. If you think you can bring something special to our award-winning team, please e-mail a current CV and covering letter to <u>careers@medisoft.co.uk</u>.