



GUIDEPOINT

# GUIDEPOINT CAREERS

## Healthcare Associate, Client Service – Fluent in English

### Overview:

The Client Service team is the backbone of Guidepoint's success. The team is responsible for efficiently delivering Guidepoint's services to our clients around the world. We work to understand each client's unique business questions and help them gain critical insights to stay informed and make better business decisions. Come work with us to deliver the best service in the industry and help our clients make some of the most important business decisions in today's economy.

### What You'll Do:

- Review and analyse client research requests and use a range of resources to identify the most relevant subject matter experts across geographies, industries, and topics for each project
- Utilise the phone, online resources, and outreach to recruit new Advisors to join the Guidepoint network by effectively communicating why their expertise is a good match for the specific project you're working on
- Screen experts for their suitability for specific client projects and create professional profiles for client consideration
- Operate with a teamwork mentality that leads to building and maintaining strong relationships with other Guidepoint employees, offices, and Advisors

### What You Have:

- Bachelor's degree (life sciences or healthcare) and strong academic record required
- Strong team player with entrepreneurial mind and „can do“-attitude along with pro-active and results-oriented work style
- Outgoing personality with the ability to speak with people at all professional levels
- Broad base knowledge of the healthcare industry
- Familiarity with medical research databases (ASCO, MEDLINE, ClicaTrials.gov, PubMed, etc.) will be a plus
- Intellectual curiosity and desire to learn
- Excellent written and verbal communication skills
- Effective time management and organizational skills
- Demonstrated ability to work both individually and as part of a team
- Very good knowledge of additional languages (German, Italian etc.) is highly desirable
- Ability to work in a fast-paced entrepreneurial environment

### What We Offer:

- Competitive compensation
- Private health insurance
- Entrepreneurial environment, autonomy and fast decisions
- International exposure to the global Guidepoint service teams
- Casual work environment and compelling people
- Summer and winter team events

### CONTACT US:

Would you like to be part of our team? Then we look forward to receiving your application by email to [mvourliotaki@guidepoint.com](mailto:mvourliotaki@guidepoint.com)

If you have any questions, contact us by email or by phone at **21 0221 5871**

Visit our site for more opportunities at <https://www.guidepoint.com/careers/>

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