

**Project Assistant -Screening Delivery**

**London, UK**

**6 Months contract**

**Commencing: ASAP**

**£26,000 - £30,000 pro rata**

**Who we are**

At iPLATO we are more than a tech company. We are revolutionising the health care industry. We are committed to delivering powerful digital solutions that improve lives and to have fun while doing it. Serving millions of patients and thousands of healthcare professionals every day we are a leader in Health Tech. Across this network our digital solutions enable data driven patient engagement, personalised online consultation powered by machine learning and patient support to people living with diabetes, hypertension and epilepsy. Our aim is to connect patients and transform healthcare.

**About the role:**

We are looking for an enthusiastic all-rounded individual to join us on our journey to simplify healthcare access for patients across the UK. The role will fit within the Project Delivery Team to deliver our solutions; such as Cervical, Breast and Bowel Screening Programmes into Primary Care organisations in the UK. Working closely with the NHS, the health campaign solutions form part of our 'Engagement Hub' Product, connecting GP Practices and patients.

We are looking for a Project Assistant to work on the deployment of our Breast Screening Hub Solution into GP Practices within London. You must be passionate about saving lives through healthcare technology; our current Cervical Screening Campaign text reminder service, deployed in over 95% of practices within London, saves one woman's life a week.

This is a fantastic opportunity to gain further exposure to the healthcare industry and advance your skills within projects. There may be an opportunity to extend the contract or become a permanent employee depending on performance.

Reporting to the Programme Manager, the main responsibilities will be to:

- Provide administrative support to the Programme Manager
- Communicate with a wide range of customers to begin deployment and deliver the breast screening solution – this includes a high number of calls
- Assisting with co-ordination of Project
- Use CRM to book training sessions for customer as required
- Liaise with Technical Support team to escalate any technical issues
- Escalate any customer challenges to the appropriate stakeholder
- Deliver some reporting requirements using Excel
- Data Entry and general administrative tasks
- Support our data governance regulation, practices and policies

### **What we are looking for:**

#### Essential:

- Previous experience working in a professional office environment in an administrative or project support role
- Previous experience delivering a high volume of calls
- High level of accuracy
- Excellent multi tasker and great attention to detail
- Excellent client facing skills and great communicator
- Must be punctual and reliable with a great work ethic
- Organised and methodical worker
- Intermediate IT skills in MS Office, including Excel
- Some CRM experience (e.g. using Salesforce)

#### Desirable:

- Experience in healthcare

#### What we offer

- 25 days holiday (pro rota) plus bank holidays
- An amazing team and fun social calendar

No agencies

If you are looking to make a difference and help transform the healthcare industry, please forward your CV and covering letter to [careers@iplato.com](mailto:careers@iplato.com) ensuring that you write in the subject field **“Project Assistant- Screening Delivery”**.

By applying to this role you are confirming you have read and agree to our privacy notice which can be found [here](#). If you have not heard within 2 weeks of application, please presume you have not been successful.