

EMPLOYER BRAND COORDINATOR/SENIOR - CAMBRIDGE, UK; SOFIA, BG

We are vital links between an idea for a new medicine and the people who need it. We are the people of PPD — thousands of employees in locations worldwide connected by tenacity and passion for our purpose: to improve health. You will be joining a truly collaborative and winning culture as we strive to bend the time and cost curve of delivering life-saving therapies to patients.

About the Department:

If you think improving health is important, then think of joining PPD. If you want to be proud of what you do, be with PPD. Our human resources (HR) colleagues strive for excellence in every task, at every moment. We are game changers seeking improvements to processes and more efficient ways of working or adapting to changing environments.

PPD is an established corporation with success forged through superior quality and sound, ethical practices. As part of our HR team, you will use best-in-class technologies and build broad exposure to our business. The pace is busy and the challenges are exciting. Your career here is what you make of it.

About the Position:

The Employer Brand Coordinator/Senior Employer Brand Coordinator, reporting into the Global Program Manager, Talent Acquisition, performs a variety of technical and administrative tasks that support the global talent acquisition team in its employer branding and recruitment marketing, to include social media activity to efficiently attract and recruit top talent and represent PPD as one of the leading global CROs.

About our Culture, Career Advancement and Benefits:

At PPD we hire the best, develop ourselves and each other, and recognize the power of being one team. We offer continued career advancement opportunities, award winning training and benefits focused on the health and well-being of our employees.

If you are looking for a company where you can grow, join PPD. From day one you can expect thorough, top-notch training and development. And the learning never stops. Mobility and advancement are strong at PPD. Our job ladders are outlined, providing opportunities to grow and move up and across PPD, locally or globally.

- Assist Global Program Manager with delivery of employer brand content marketing strategy to all PPD platforms (corporate website, social media channels, etc.).
- Review, edit and/or develop varying recruitment marketing content to ensure compliance with PPD messaging standards and brand guidelines.

- Manage, implement strategy and enhance scheduling calendar for varying social media posts, campaigns, blogs, career related events and employer brand deliverables to multiple locations.
- Update and maintain information on PPD career site, as well as external sites and platforms where PPD's employer brand is represented.
- Support activities related to content development and recruitment marketing by working collaboratively across a variety of global, internal departments.
- Research varying topics related to marketing tools, trends and strategy.
- Provide administrative support to the global employer branding team.
- Assists on special projects and other tasks as assigned.

Education and Experience:

- High / Secondary school diploma or equivalent and relevant formal academic / vocational qualification (Bachelor's degree in Marketing, Communications or Business preferred)
- Previous experience that provides the knowledge, skills, and abilities to perform the job (comparable to at least 4 years).
- Experience supporting digital marketing and/or communications strongly preferred.
- Experience with graphic design and/or video production preferred.

Knowledge, Skills and Abilities:

- Highly self-motivated with the ability to work independently as well as part of a team.
- Proficiency in Microsoft Office programs and social media/networking platforms.
- Excellent organizational, time management and prioritization skills.
- Confidence to handle sensitive information and data effectively.
- Ability to coordinate multiple tasks while still delivering high quality results.
- Demonstrate excellent written and oral communications skills.
- Ability to interact and collaborate effectively with global colleagues at all levels of the organization to include outside vendors.
- Ability to think critically and creatively, with a solutions oriented and 'strong will to win' mindset.
- Detail oriented and deadline driven.

As well as being rewarded a competitive salary, we have an extensive benefits package based around the health and well-being of our employees. We have a flexible working culture, where PPD truly value a work-life balance. We've grown sustainably year on year but continue to offer a collaborative environment, with teams of colleagues eager to share expertise and have fun together. We are a global organisation but with a local feel.

- We have a strong will to win - We earn our customer's trust - We are gamechangers - We do the right thing - We are one PPD -

PPD is equal opportunities employer. Please send your CV in English to Simone.Hooe@ppd.com Only short-listed candidates will be contacted.

