

Position Description: BILINGUAL MEDICAL COORDINATOR

Are you proactive, results-oriented, with demonstrated communication skills and a passion for learning?

If so, a position at MEDUCOM is right for you!

What can you expect from MEDUCOM?

- An enthusiastic and dynamic culture with flexibility that supports work-life integration
- Empowerment to be a decision-maker and influence change within a nimble organization
- A commitment to mentorship that fosters professional development and career growth

MEDUCOM is a full-service healthcare communications agency, which conceptualizes and delivers pharmaceutical marketing and medical education services. MEDUCOM has established a leadership position in Canada as strategic consultants and communication strategists who excel at delivering quality programs and services valued by leading pharmaceutical companies and healthcare professionals across Canada.

Job Description

As a **Bilingual Medical Coordinator** at MEDUCOM, you will be an integral part of a multidisciplinary team focused on developing and delivering high quality healthcare communications. You will be involved in a variety of internal projects and tasks, and will participate in the development of innovative medical programs from inception through to completion in English and French. In this role, you will be continuously challenged to expand your skills and knowledge, supporting the research and writing content for our medical education and communication programs across therapeutic areas.

Primary Accountabilities

- Research, write and edit communication programs (i.e. education programs, medical publications, training & sales materials)
- Validation and proofreading program content and materials
- Evaluate and interpret clinical data for use in communication and education programs to maintain MEDUCOM's high standards for quality and scientific integrity
- Coordinate with regulatory bodies for project approvals, i.e. PAAB, CFPC, RCPSC
- Coordinate with clients, medical editors and other internal team members for program development and execution
- Request editorial comments/approvals from clients and healthcare professionals, by phone and e-mail, as appropriate
- Ensure timely delivery of publications and other projects through effective prioritization and time management skills
- Provide ongoing feedback and support to management team
- Support the development of agendas and report on live meetings (some travel within Canada may be required)
- Assist in building and sustaining relationships with healthcare professionals and existing/prospective clients
- Contribute to the development of innovative ideas and solutions to improve ongoing processes and deliver brand-enhancing written and verbal communications

Essential Skills & Qualifications

- A university degree in the biological or life sciences (i.e. biology, biochemistry, physiology, pharmacology)
- Exposure to medical sciences and/or the pharmaceutical industry is an asset
- **Bilingualism (English and French) is required**
- Excellent research capabilities and a strong aptitude for learning
- Polished oral and written communication skills that allow you to relate easily to a variety of professionals
- Strategic and technical writing ability, with a high attention to detail
- Superior organizational and proven time management skills – ability to prioritize effectively
- Proven problem solving and analytical skills in a creative, dynamic, multitasking environment
- Superior computer software knowledge application and skills in programs including (but not limited to) Microsoft Word, PowerPoint, Excel, Web 2.0/3.0 and digital media platforms
- Energy, motivation and an adaptable, 'can-do' attitude along with the perseverance and patience to bring programs to successful completion on time

If you possess the above qualifications, and can demonstrate a proven track record of success, leadership and commitment to excellence, please email your cover letter and resume to rebecca@meducom.ca. *Only those selected for an interview will be contacted.*