

Position Description: Bilingual Account Associate

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 Account Associate** at MEDUCOM, you will be an integral part of a multidisciplinary team. You will be involved in the development and coordination of innovative communications and marketing programs from inception through to completion. Supporting the management team will be your top priority. The successful candidate for this position will have demonstrated a commitment to customer service and project management, be proactive, results oriented, possess a strong attention to detail and have excellent organization and time management skills.

Primary Accountabilities

- Critical path creation and follow-up to ensure timely delivery of projects
- Develop, send and receive project specific correspondence related to agency activities and programs
- Sourcing, negotiation and management of suppliers (e.g. web developers, printers, AV, venues, etc.)
- Planning and logistics management of live events (some travel within Canada may be required)
- Ongoing feedback and support to management team
- Coordination with clients, stakeholders, suppliers and internal team members necessary for program development and execution
- Provide strategic input for program conceptualization, development & execution
- Coordination with industry regulatory bodies i.e. PAAB, CFPC, RCPSC, etc.
- Validation and proofreading program content and materials in English and French
- Assist in building and sustaining relationships with existing and prospective pharmaceutical clients
- Develop innovative ideas and solutions to continually improve ongoing processes and deliver brand-enhancing written and verbal communications

Essential Skills & Qualifications

- A graduate degree in the biological or life sciences (i.e. biology, biochemistry, physiology, pharmacology), Communications or MBA
- 1-2 years experience working in the pharmaceutical industry, preferably in a marketing role
- **Bilingualism (English and French) is required**
- Polished oral and written communication skills that allow you to relate easily to a wide variety of individuals
- Proven time management skills with attention to detail and accuracy
- Superior organization and the ability to prioritize effectively
- Superior computer skills in programs including (but not limited to) Microsoft Word, PowerPoint and Excel
- Proven problem solving and analytical skills in a creative, dynamic, multitasking environment
- Uncompromised customer service and communication skills necessary to build and maintain client relationships
- Energy, motivation and an adaptable, 'can-do' attitude along with the perseverance and patience to bring programs to successful completion on time

To learn more about MEDUCOM, please visit www.meducom.ca.

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