

## Position Description: Medical 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 **Medical Associate** 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 this role, you will be continuously challenged to expand your skills and knowledge, working on researching and writing content for our medical education and communication programs across therapeutic areas.

### Primary Accountabilities

- **Provide strategic partnership to guide clients in the conceptualization and development of programs**
  - Assess data, trends and therapeutic landscape to offer strategic input for current and future projects
  - Negotiate with regulatory bodies (e.g. PAAB, CFPC) for approval of projects aligned with client goals
- **Build trusted relationships with healthcare professionals through demonstrated expertise in clinical considerations**
  - Evaluate, interpret and effectively summarize clinical data
  - Liaise with healthcare professionals to request editorial comments/approvals by phone and e-mail
- **Expand industry and therapeutic area knowledge to broaden opportunities for client acquisition and service offerings**
  - Deliver scientific and strategic analysis on new therapeutic areas, brands and clients to brief internal project teams
  - Monitor North American drug approvals to determine future brand and client opportunities
- **Uphold MEDUCOM's high standards for quality and scientific integrity by exhibiting exceptional attention to detail and research skills**
  - Deliver error-free and brand-enhancing written and verbal communications
  - Ensure timely delivery of projects through effective prioritization and time management skills
- **Deliver first-class service and programs by embodying an adaptable, proactive and growth-oriented attitude**
  - Coordinate with clients, medical editors and internal team members for successful project execution
  - Develop innovative ideas and solutions to improve ongoing processes

### Essential Skills & Qualifications

- A graduate degree in the biological or life sciences (i.e. biology, biochemistry, physiology, pharmacology)
- Exposure to medical sciences and/or the pharmaceutical industry
- Bilingualism (English and French) is preferred
- 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 [tania@meducom.ca](mailto:tania@meducom.ca). *Only those selected for an interview will be contacted.*