

## Position Description: Account Director

**Are you proactive, results-oriented, with demonstrated communication skills and a passion for learning?** If so, a position at MEDUCOM is right for you!

MEDUCOM is a full-service, integrated healthcare communications agency, which conceptualizes and delivers pharmaceutical marketing, medical advertising and healthcare 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 physicians across Canada.

### Job Description

As an **Account Director** at MEDUCOM, you will be an integral part of a multidisciplinary team focused on a variety of internal and external tasks that will provide strategic and tactical direction for program/project conceptualization, development & execution. Leading your team and promoting professional development of your direct report(s) while upholding our company Principles will be at the forefront of your daily tasks. Within the Client Service team, you will work diligently to uphold the team's core purpose: to foster **trusted relationships** through **strategic** project execution that achieves brand objectives, **elevating clients** and making their lives easier.

### Primary Accountabilities

- **Be recognized as a strategic partner for the clients within your book of business**
  - Provide strategic, creative & tactical direction for program/project conceptualization, development & execution
  - Elicit team leadership to fulfill all elements of ongoing and new project development, delivery and budget management
- **Establish yourself with a leadership presence among the MEDUCOM team by embodying a growth-oriented mindset**
  - Manage and develop co-workers and direct reports providing on-going feedback and contribution to performance reviews
  - Supervise research, writing, editing, validation and referencing of medical programs
  - Contribute to employee acquisition and retention
- **Demonstrate industry expertise to guide your project teams to execute projects successfully**
  - Coordinate with industry regulatory bodies i.e. PAAB, CFPC, RCPSC & Rx&D
  - Maintain leadership and participation in development of new products and services
  - Oversee critical paths and timelines along with appropriate follow-up to ensure timely delivery of programs
- **Contribute actively to strategic and innovative business ideas to keep MEDUCOM on the cutting edge**
  - Contribute to strategic and business plan evolution including product/service development and corporate marketing
  - Assist in corporate strategy development, policies and procedures and resource allocation

### Essential Skills & Qualifications

- A graduate degree in the biological or life sciences (i.e. biology, biochemistry, physiology, pharmacology) or MBA
- Previous experience (3-5 years) in a pharmaceutical/healthcare communications agency client service role
- Excellent research, strategic and tactical capabilities
- Exceptional writing & editorial skills
- Bilingualism (English and French) is an asset
- Polished oral and written communication skills that allow you to relate easily to a wide variety of individuals
- Energy, motivation, adaptable, 'can-do' attitude along with the perseverance and patience to see projects through to completion
- A thorough and intuitive understanding of pharmaceutical & biotech industry standards
- The capacity to play an integral role in the leadership and management of multiple programs
- Strong customer service skills necessary to build and maintain internal and external relationships
- Proven sales and management skills and the ability to prioritize effectively

### What can you expect from MEDUCOM?

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

To learn more about MEDUCOM, please visit [www.meducom.ca](http://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 [info@meducom.ca](mailto:info@meducom.ca). *Only those selected for an interview will be contacted.*