

## 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!

### What can you expect from MEDUCOM?

- An enthusiastic and dynamic culture, with flexibility that supports work-life balance
- 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

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.

### 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
  - Excellent research, strategic and tactical capabilities
  - Exceptional writing & editorial skills
  - Polished oral and written communication skills that allow you to relate easily to a wide variety of individuals
  - Energy, motivation and 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
- 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 [rania@meducom.ca](mailto:rania@meducom.ca). *Only those selected for an interview will be contacted.*