

## Position Description: Business Development Associate

**Are you Strategic. Persuasive. Influential. A closer?** 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, HCP advisory, 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 HCPs across Canada.

### Job Description

As a Business Development Associate at MEDUCOM, you will be an integral part of a multidisciplinary team and will report to the Director, Business Development. You will be involved in marketing, prospecting for new business, sales pitches, proposal development and liaison with project teams for successful execution of secured business. The successful candidate for this position will have a passion for strategizing and scoping out projects, possess the ability to maintain a momentum in the face of challenges, work well under pressure, be proactive and results oriented resulting in wins for the organization.

### Primary Accountabilities

- Proposal and estimate development
- Capabilities presentations development
- Client identification and lead generation
- Sales tracking and reporting
- Support of corporate promotion and marketing strategies
- Supporting other business operations, as required

### Essential Skills & Qualifications

- University degree in marketing, business or a related field (post graduate degree is an asset)
- Excellent Microsoft Word, Excel and PowerPoint skills
- Ability to prioritize workload and thrive in a fast-paced environment
- Polished oral and written communication skills that allow you to relate easily to a wide variety of individuals
- Strong customer service skills necessary to build and maintain internal and external relationships
- Meticulous attention to detail
- Excellent prioritization, organization and time management skills
- Energy, motivation and an adaptable, 'can-do' attitude along with the perseverance to support the sales process
- Understanding of Canadian pharmaceutical & biotech industry standards is an asset
- Bilingualism in English and French is an asset

### What can you expect from MEDUCOM?

- An enthusiastic and dynamic culture, with flexibility that supports work-life harmony.
- Empowerment to be a decision-maker and make a significant impact within a nimble organization.
- A commitment to mentorship that fosters professional development and career growth.
- Competitive compensation, health benefits, deferred profit sharing, wellness reimbursement, flexible paid time off beyond vacation and statutory holidays

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.*