

Medical Affairs Coordinator

Job Summary:

We are looking for a someone with a scientific background to assist with various tasks within the Medical Affairs department for a 2-month term through the Manitoba Youth Jobs program. Candidates must be creative, detail-oriented and enjoy writing & summarizing information for a variety of different audiences.

Primary Responsibilities:

- Fulfills all unsolicited requests through phone & e-mail; coordinates and delivers clinical and product information to healthcare professionals and patients.
- Maintains working and current knowledge of published medical literature, disease states and their treatments related to relevant Medicare products.
- Assists in the creation and maintenance of all medical information materials, templates and training materials, ensuring that all information reflects the most current knowledge state.
- Regularly monitors & reviews clinical literature to identify publications relevant for either educational, marketing or pharmacovigilance needs.
- Data entry, filing and other administrative functions to support the Medical Affairs team.
- All other duties as assigned

Desired Skills and Experience:

- *You MUST be under 29 years of age as of May 1, 2021*
- A relevant scientific background (completed Bachelor of Science preferred)
- Ability to comprehensively learn about new subject areas and environments
- An independent self-starter with the ability to work effectively both alone and in cross-functional teams
- Able to organize, prioritize and perform multiple tasks under established deadlines
- Strong interpersonal, writing, technical and presentation skills
- Comfortable with standard business software such as Outlook, Word, Excel and PowerPoint
- Valid driver's license and regular access to own vehicle a preferred asset

If you are interested in the position, please provide your resume to careers@medicare.com.