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# Example of Drug Safety Associate Job Description

Our company is looking for a drug safety associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for drug safety associate

* Processing 25-30 clinical and post marketed cases per day
* Managing projects related to reconciliation of cases/database
* Fielding questions and communication with clinical sites
* Representing PV Operations as needed on cross functional teams
* Updating SOPs
* Other duties as require
* 3-5 years of Drug Safety/PV Operations experience
* Experience processing clinical and post marketing cases
* Ideal candidate will have end to end case processing experience (data entry, coding, assessment of seriousness/listedness/expectedness, writing of narrative, and quality review)
* Ability to read and understand clinical protocols

## Qualifications for drug safety associate

* Ability to effectively present complex information
* Registered Nurse or Pharmacist (Certification/licensure is required RN, RPh, PharmD)
* Pharmaceutical industry experience with a focus on pharmaceutical safety related areas
* Ability to follow guidelines and procedural documents (experience of working with SOPs preferred)
* Good computer skills (Word, email) and familiarity with safety systems
* BA (health science related degree preferred) and 2+ years of drug safety experience in the pharmaceutical industry, or equivalent experience (level determined by experience)