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# Example of Drug Safety Associate Job Description

Our growing company is hiring for a drug safety associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for drug safety associate

* Able to work onsite 4-5 days per week
* Ideal candidate will have Oncology experience, but not required
* Must be comfortable wearing multiple hats
* RN, PharmD, or MD + some clinical experience
* 1 year regulatory or pharmacovigilance experience, or other equivalent clinical or pharmaceutical experience
* Bachelor’s degree or local equivalent in pharmaceutical, nursing or science
* Good computer skills (Microsoft Word, Excel, Outlook, Access) and safety database familiarity
* Be able to work independently and as a part of the team
* Edit, format, and perform QC checks of PV Aggregate Reports, Safety Topic Reports, and Quality Incident Reports intended for submission to regulatory agencies
* Importing of documents to the document management system and formatting documents to comply with submission-ready standards

## Qualifications for drug safety associate

* Ability to build relationships and influence key stakeholders
* Liaising with various stakeholders involved in PSUR preparation
* Performing quality check of PSURs as per client requirements
* Responsible for archiving the finalized PSURs and supporting documents as per client requirements
* Maintaining an awareness of global regulatory requirements and reporting obligations and organizing workload to ensure compliance with timelines communicated by the client
* Liaising with the relevant stakeholders regarding discrepancies, and for obtaining incomplete/missing information (where required), in order to resolve and clarify issues and to facilitate processing of the reports