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# Example of Drug Safety Specialist Job Description

Our innovative and growing company is searching for experienced candidates for the position of drug safety specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for drug safety specialist

* Collaborate with team members on the development and implementation of new or revised SOPs
* Support and contribute to IT strategic plans and roadmaps in support of the Safety Platform and MRL IT portfolio planning process
* Provide administrative support to PV&DSS personnel
* Ensure all incoming faxed Serious Adverse Event (SAE) reports are appropriately stamped, logged into the departmental tracking application and forwarded in a timely manner to the designated Drug Safety Associate or Senior Drug Safety Associate
* Maintain and distribute a weekly schedule for PV&DSS staff
* Ensure submission of client-related documents is sent to the client within designated timeframes
* Assist Drug Safety Associate or Senior Drug Safety Associate in preparation of materials needed for client and/or investigator meetings
* Review of individual reports, local literature and clinical trials, as required by local regulations for trends and issues arising from reports received
* Acts as Affiliate Safety Representative (ASR) or as back-up ASR in assigned countries
* Responsible to manage all queries and requests received in the Drug Safety Contact Line (DSCL) mailbox or via Safety Query Tracking Tool (QTT)

## Qualifications for drug safety specialist

* A degree in medicine or pharmacy OR a degree in pharmacy, health discipline or life sciences
* Preferably 2-3 years’ experience in the area of pharmacovigilance or related clinical field (or equivalent)
* A degree within natural science
* Intermediate/fluent knowledge of English (oral and written) and local/Nordic language
* Preferably 1 year experience in drug safety / Development or closely related areas of responsibility, but we also encourage newly graduated individuals to apply
* Awareness of the link between regulations, drug development and drug safety