



# Example of Manager Medical Job Description

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Our growing company is looking for a manager medical. 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 manager medical

- Data entry into Microsoft Access and typing letters including management of letter templates
  - Coordinate and type (when required) letters/emails in response to DCMO/CMO referrals and manage database of all appeals and referrals to the DCMO/ CMO or to Army Occupational Medicine Ward Round and where appropriate monitor against SLA's
  - Update outcomes of referrals and appeals on TRHJ
  - Create accounts for team members as appropriate and provide support and cover for the medical admin team
  - Arranging events, travel, accommodation and expenses for Doctors employed in RPP, arranging business cards, stationery, booking in and meeting visitors to site, plus any other ad-hoc administrative duties
  - The design of local AIMD clinical studies
  - The review, approval, fulfillment of contract agreements of Investigator Initiated Studies (IISs)
  - Maintain a continuous relationship with Key Clinical Investigators and Key External Experts as to the relevant therapeutic area
  - Address queries by physicians regarding the relevant products (including medical support on marketed products to the Pharmacovigilance Unit)
  - Lead development and execution of Medical Affairs Tactics related to the designated TA
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- Relevant local network with EEs in the Respiratory therapeutic area is an advantage
- Potential leadership skills
- Willingness to travel up to 40 days/year
- Proven literature analysis and evaluation skills (ability to navigate through commonly used databases such as PubMed, Ovid, Embase)
- Comprehensive knowledge and understanding of Federal Guidelines, Good Clinical Practices (GCPs), electronic CTD required and applicable country/region requirements
- Excellent collaboration and cooperation with various departments in the company