



Example of Medical Affairs Job Description

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Our company is looking to fill the role of medical affairs. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for medical affairs

- Gather competitive information and communicate through appropriate venues and channels
- Develop, support and participate in product testing, disease state training of internal and external customer needs
- Provide project administrative support to a team of about 10-15 people
- Provide cross-functional project coordination and support within a matrix organization
- Coordinate and track a variety of tasks/activities
- Provide ad-hoc support as and when needed
- Provide product and disease area information to external customers
- Activities within this role include effectively communicating with assigned stakeholders and developing new relationships within assigned stakeholders, contributing to process improvements, managing work flow efficiently, contributing to cost savings objectives
- For this contractor role specifically, preference given to candidates with an understanding of Medical Affairs and Investigator Sponsored Research Agreements (ISRs)
- Drafts and negotiates contracts for study needs and contributes to more complex and broadly applied contracts as assigned

Qualifications for medical affairs

- Bachelors degree in Pharmacy, Pharmacology, Pharmaceuticals or Life Sciences
- Minimum 2 - 3 years relevant experience and candidate with more experience

- Develop and maintain strong scientific partnerships with key external experts and professional bodies
- Line management of existing medical advisors
- Develop comprehensive knowledge of disease state and product data
- Effectively represent Vanda Medical Affairs to external clients and vendors, with scientific credibility and effective negotiation skills (e.g., Medical Societies, Patient Groups, CME Vendors, PDR, ..)