



Example of Medical Affairs Job Description

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Our company is growing rapidly and is hiring for a medical affairs. 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 medical affairs

- Influence thought leadership with technical advocacy for best practice diagnostic testing, backed by evidence based veterinary medicine
- Whatever needs to be done to continue 30 years of diagnostic innovation for healthier pets!
- Schedule quarterly and ad hoc meetings for all products
- Create meeting minute template
- Liaise with Procurement and Accounts Payable representatives to initiate PO requests
- Submit invoices, and ensure timely payment
- Create concept and protocol approval letters, complete contract templates
- General system administration - Request and verify training, assign appropriate permissions within ISS tool
- Complete departmental one off projects
- Support the team to deliver key projects by gathering and analyzing data, contributing in meetings and executing various tasks

Qualifications for medical affairs

- Practical/ working knowledge of the Brand and Disease Area
- Business acumen and market knowledge is required
- Strong interpersonal skills – ability to interact with all levels within the organization

- Ability to understand and effectively communicate scientific and medical information to both internal and external customers
- Strong scientific baseline knowledge in therapeutic area 1) Clinical doctor in the related TA (bachelor of clinical medicine degree or above) resident level at Tier III hospital (preferred) or resident to attending level at Tier II hospital