



Example of Medical Affairs Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a medical affairs. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for medical affairs

- Amend and submit registration dossier as necessary for country specific regulatory requirements and oversee submission of registration applications till to obtain approvals
- Assist in the preparation of responses to address significant safety and/or regulatory issues relating to our products
- Assist the Regulatory and Medical Affairs Manager
- Support internal investigations into allegations of non-compliance and coordinate the activities necessary to expeditiously resolve local regulatory dispute
- Provide technical support to respond to consumer and legal inquiries regulatory issues for our products marketed locally
- Maintain and report measures of product registration and regulatory compliance performance
- Prepare, maintain and update local product registration and regulatory compliance files
- Disseminates medical information in accordance with established department guidelines and regulatory guidances with recognition of legal ramification
- Work collaboratively and cross-functionally to ensure deadlines are met and projects are completed
- Ensure data and information is accurate

Qualifications for medical affairs

- Must have PRC experience (4 years), infectious disease therapeutic areas

- Medicine Degree is a must
- Familiarity within the same field
- 3-5 years of administrative and team assistant experience
- Prior exposure to project coordination / tracking activities and collaborations
- Must possess and independently apply proficient knowledge of company procedures and practices