

Medical Affairs Executive

Job Description:

1. Networking with Medical Professionals and Clients – Actively looking and connecting with clients who would be interested in MGRC's products, attend meetings, provide onboarding and consultation, follow up on clients' need, etc.
2. Stakeholder Communications – Assist in interactions with academic thought leaders, investigators, cooperative groups, and other clinical stakeholders. Represent MGRC in interacting with external audiences, including the medical and regulatory communities, as well as life science industry collaborators/partners.
3. Research and Development – Assist the Head of Medical affairs in various projects (including the review of product's CMC/Pre-clinical/Clinical data and assist in drafting and filing documentation for submission to regulatory and ethics committees and other authorities) To be involved in grant applications, publications, and trial related processes.
4. Projects – Be involved in planning and execution of related projects i.e. conferences, seminars, presentations, etc.
5. Planning and Business Development – Assist Head of Medical affairs in sales and marketing plans involving stakeholders, consultants, and clients. Participate in medical communication of MGRC's products. Assist with market research including identifying and accessing relevant data sources and assisting with marketing analytics.
6. Marketing - Be involved in the preparation of content for marketing materials e.g. brochures, presentation decks, social media posts, etc. and to assist with approvals of content prior to publication.

Job Requirements:

- a. Bachelor's degree in medical or a related field is required.
- b. Experience in medical affairs / business development would be an advantage.
- c. Basic knowledge in Microsoft (Word, Excel and Power Point).
- d. Good interpersonal and communication skills with a proactive approach
- e. Demonstrate problem solving skills including taking ownership to ensure timely resolution.
- f. Strong sense of urgency and details oriented.
- g. Ability to execute in an environment under time and resource pressures albeit multiple projects running simultaneously.
- h. Able to work both independently and in a team environment.