

Medical Affairs Executive

Job Description:

1. 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.
2. Review Patients for Treatment Eligibility – Assist in referrals of patients from prescribers, treating physicians or sales agents, and evaluating patients' disease and baseline clinical status, and determine whether a patient is suitable to undergo treatment using MGRC's products.
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)
4. Projects – Be involved in planning and execution of medical related projects (e.g. vaccination drives), conferences, seminars, 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.

Job Requirements:

- a. Bachelor's Degree in Science related field and PhD holders are encouraged to apply.
- b. Having an APC (Annual Practice Certificate) would be an added advantage for a Medical Doctor.
- c. Knowledge of Genomics, Stem Cells, Immunology, Molecular biology would be an advantage.
- d. An entrepreneurial mindset is required.
- e. Basic knowledge in Microsoft (Word, Excel and Power Point).
- f. Good interpersonal and communication skills with a proactive approach
- g. Demonstrate problem solving skills including taking ownership to ensure timely resolution.
- h. Strong sense of urgency and details oriented.
- i. Ability to execute in an environment under time and resource pressures albeit multiple projects running simultaneously.
- j. Able to work both independently and in a team environment.
- k. Mandarin proficiency is an added advantage.