

## Senior Medical Information Manager II

Job ID  
REQ-10014265

7月 04, 2024

Mexico

### 摘要

This role is responsible for providing functional and therapeutic area/brand expertise to support responses to complex and highly complex escalated medical enquiries, and other medical information activities.

The main responsibilities of the role are as follows:

- Delivery of complex or highly complex deliverables; responses to escalated medical enquiries for priority/launch brands
- Review of MI deliverables to ensure quality requirements are met
- Providing input into MI Service processes and standards to ensure optimal efficiency and productivity
- Reporting on enquiry metrics and insights

### About the Role

Delivery of MI services for assigned TA(s), Customer Group(s) or brands

- Provide timely and quality responses to medical enquiries. Ensure adherence to KPIs with regard to timeliness, and meet the minimum criteria in quality reviews conducted by management
- Write or review MI deliverables to ensure they meet quality requirements –scientifically balanced and evidence-based, adhere to topic/key messages, language and grammar are correct, regulatory/safety/legal aspects are considered
- Provide input into MI Service processes and standards to ensure optimal efficiency and productivity
- Lead the generation of reports for stakeholders on enquiry metrics and insights from countries and regions
- Provide support to management of Congress Medical Information services, onsite and remotely
- Support services for Regional or Country MI teams
- Develop content development for digital platforms

## Delivery of complex and highly complex MI services

- Write (or review) complex or highly complex MI services which require the experience and expertise of a Senior MI Manager. This can include services with a mixed model, with the Senior MI Manager working alongside the MI Manager

## Key Performance Indicators

- Client focus 100% compliance with legal regulations, industry codes and internal compliance standards; specific feedback from clients on the efficacy and effectiveness of the service.
- Operational excellence: Delivery of services in line with defined KPI targets to measure service quality and timeliness.

## Ideal Background

- Minimum: healthcare professional degree or degree in a healthcare-related field
- Desirable: advanced degree (PhD, PharmD, MD) in life science/healthcare

## Language

- Fluent English (oral and written)
- Preferred: a second major European language

## Experience

- Minimum 3 years' experience in Medical Information/Communications in the Pharmaceutical Industry (or related Medical Affairs role)
- Strong knowledge and application of good practices in medical enquiry management and writing for medical information

- Experience with reviewing medical/clinical content and providing constructive feedback
- Extensive knowledge of information resources and the effective/efficient use of them
- Solid understanding of medical concepts and the implications on a broader scale in the Pharmaceutical industry (regulatory, PV, legal, commercial, drug development, etc.)
- Strong client focus
- Strong cross-functional skills and proven experience in collaboration with other departments/groups
- Excellent interpersonal communication and presentations skills
- Demonstrated innovative thinking and solution-oriented problem solving skills
- Ability to manage work output within given timelines

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部门

Operations

Business Unit

CTS

地点

Mexico

站点

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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