

## JOB DESCRIPTION : Medical Information Officer

\***Reports to** : Medical Information Manager

\***Purpose of the job:**

- Assist & acts as backup for the Medical Information Manager for the medical information to external customers.
- Assist the Pharmacovigilance Manager in accordance with the National Regulatory requirements and the Internal Standard Operating Procedures

\***Accountabilities:**

- Under the supervision of the Medical Information Manager, provide answers to questions from Health Care Professionals (physicians / pharmacists / ...) with regard to our products :
  - Medical scientific questions
  - Pharmaceutical questions
  - Questions on pricing and reimbursement conditions
- Track and archive the answers given within the tools and systems in place (e.g. generation & archiving of answers, harmonization of literature database, ...) that will allow optimal medical/pharmaceutical information
- Stay aligned with central medical information key stakeholders, procedures, resources and systems
- At request of the Medical Information Manager run specific medical information literature searches
- Help in daily work of Pharmacovigilance activities in line with Authority and Company requirements and in close collaboration with the Pharmacovigilance Mgr

\* **Profile**

- Scientific background (Pharmacist, Biomedical Sciences, nurse, biology, chemistry) with at least 2 years experience in pharmaceutical or biomedical industry.(PV, Medical, Regulatory, ...)
- Languages : Dutch ,French and English (spoken and written)

\* **Competencies/skills**

- Customer orientation : able to understand and meet customers requirements in an assertive way
- Good interpersonal and communication skills
- Team player. Able to work in.
- Computer skills : basic skills and ability to search internal and external databases

**Contact:**

René Bovy – 0475/421.668

Corine Bonhomme - 0473/810.612

rpb@rbovy-partners.be