

# Senior Medical Information Manager I

Job ID  
REQ-10009772  
Jul 08, 2024  
Mexico

## Summary

Responsible for delivering a highly complex Medical Information (MI) activities, and for providing functional and therapeutic area/brand expertise to support responses to raised medical enquiries.

## About the Role

## Key Responsibilities:

- Write (or review) sophisticated MI services which require the experience and expertise of a Senior MI Manager. This can include services with a mixed model, working alongside the MI Manager
- 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 and review MI deliverables to ensure they meet quality requirements – scientifically balanced and evidence-based, adhere to topic/key messages, language and grammar are accurate, regulatory/safety/legal aspects are considered
- Provide input into MI Service processes and standards to ensure efficiency and productivity
- Contribute to the generation of reports for stakeholder on enquiry metrics and insights from countries and regions

## Main Requirements:

- Healthcare degree or degree in a healthcare-related field. Desirable: advanced degree (PhD, PharmD, MD) in life science/healthcare
- Proficient English (oral and written).
- Minimum 2 years' experience in Medical Information/Communications in the Pharmaceutical Industry (or related Medical Affairs role)
- Experience with Novartis therapeutic areas
- Knowledge and application of good practices in medical enquiry management and writing for medical information
- Knowledge of information resources and the efficient use of them
- Proven understanding of medical concepts and the implications on a broader scale in the 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
- Ability to handle work output within given timelines

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Division

Operations

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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