



PRC COORDINATOR

SUMMARY/OBJECTIVE:

The Promotional Review Committee (PRC) Coordinator will act as a liaison and facilitator of clients' PRC processes. Ideal candidates will have strong admin, executive assistant, and/or project management skills from experience, ideally from a regulated industry (ex. healthcare, pharmaceutical, finance). An interest in the pharmaceutical industry and/or previous experience with Veeva PromoMats is a plus.

JOB FUNCTIONS:

PRC Coordinator activities include assisting and overseeing clients' Medical, Regulatory, and Legal staff or Committees who review all forms of advertising and promotion for medical accuracy, completeness, and realism, as well as for legal and regulatory compliance with the FDA and other authorities. In addition to advertising and promotion, PRCs might review unbranded, disease-state information and internal communications that describe marketing strategies or provide direction to the sales force.

JOB RESPONSIBILITIES:

Responsibilities include but are not limited to:

Schedule meetings, reserve and disseminate dial-in information, and communicate meeting information in a timely fashion

Take detailed notes during weekly meetings, capturing key, specific information for the team

Manage digital inventory of marketing materials

Organize clear and concise data reports

Keep track of expired/obsolete materials on a quarterly basis to ensure compliance

Support a thorough process for the medical, regulatory and legal review of new submissions to the Promotional Review Committee/"PRC"; manage version control and maintain proper recordkeeping

Assist with management of clients, including maintenance of contracts, contract amendments and billable hours; properly triage when necessary

Support small team of account managers and VP of Compliance with special projects, as needed

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

ANALYTICAL SKILLS – Ability to compare, contrast and quality check work and keen attention to detail. Ability to proofread and perform light research, as needed

COMMUNICATION SKILLS – Superior interpersonal and customer service skills. Strong verbal and digital communication skills. Capability to maintain strict discretion regarding confidential projects across various clients.

COMPUTER SKILLS – Advance knowledge of MS Office Suite (Word, Excel and Power Point, especially spreadsheets, database and reporting tools). Knowledge of Veeva is preferred.

DECISION MAKING SKILLS – Ability to make clear, concise decisions and solve complex problems. Ability to demonstrate critical thinking and problem-solving skills that result in seamless execution

ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS – Establishing and maintaining an excellent relationship with the client and the participants is critical to the success of this position. Supportive, collaborative and positive attitude is a must.

ORGANIZATIONAL SKILLS – Ability to organize, plan and prioritize work in a fast-paced work environment. Ability to achieve goals in a timely fashion. Strong time management skills with the ability to move processes/timelines forward and self-manage schedules. Additionally be able to successful manage multiple projects at once.

TRAVEL – Occasional travel may be required.

WORK ENVIRONMENT, POSITION TYPE, EXPECTED HOURS

This job is a professional office environment. This role routinely uses standard office equipment.

This is a full-time position. Days of work are Monday through Friday, 40 hours per week.

REQUIRED EDUCATION AND EXPERIENCE

Bachelor's degree in relevant discipline

Experience with management of electronic document control system; related advertising/marketing experience in the pharmaceutical industry is a plus

Proven track record of managing multiple projects simultaneously

Skilled in real time editing of documents and materials within Microsoft Suites and Adobe Acrobat

Exceptional communication, problem solving, attention to detail

Strong interpersonal, teamwork, organizational and workload planning skills

Ability to act independently and take initiative

EEO STATEMENT

The CM Group is an equal opportunity employer. All qualified applications will receive consideration for employment without regard to sex, sexual orientation, gender identity or expression, race, color,

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religion, national origin, ancestry, genetic information, citizenship, age, disability, pregnancy, genetics, veteran status, or any other protected status under applicable federal, state, or local law.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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