Methapharm is expanding and looking for highly qualified and experienced professionals to join our Scientific Affairs team in the areas of regulatory affairs, pharmacovigilance, quality and technical services.

We are currently actively recruiting for the following permanent, full-time position (part-time may be considered, if desired): ***Pharmacovigilance Associate.***

As a member of our team, you will be primarily responsible for medical information and pharmacovigilance activity including conducting literature searches for adverse event cases, evaluating and reporting adverse events to regulatory agencies and providing responses to medical information requests received on the products we distribute.

Key responsibilities include:

- Provide high quality, balanced and timely information to requests for medical information from both internal and external customers.
- Prepare and revise Medical Information scientific responses using clinical experience and critical analysis of the clinical literature to create appropriate solutions.
- Maintain a database of the Medical Information requests and responses.
- Develop and maintain a current knowledge of products and disease states.
- Review promotional material for adherence to advertising regulations and guidelines, and medical accuracy.
- Process adverse event information from clinical trials and spontaneous reports including clinical data entry into database.
- Ensure data accuracy, clinically valid case assessment, regulatory reporting status assessment, and follow-up is completed on pharmacovigilance cases.
- Report adverse events to the appropriate Canadian and US Regulatory Authorities, and clinical study personnel according to regulations and standard operating procedures.
- Maintain a log, compliance information and filing system for all pharmacovigilance cases.
- Provide pharmacovigilance training to internal staff, and external partners, as required.
- Actively participate in departmental and various cross-functional project teams that may include Regulatory, Sales and Marketing, and Medical Affairs.
- Maintain effective communication between Methapharm Inc. and suppliers, Partners, patients, health care professionals, and Regulatory Authorities.
- Other duties assigned by Management

Qualifications/Pre-requisites include:

- Degree (B.Sc., M.Sc.) in Pharmacy, Nursing, Biochemistry or related Health Science discipline
- Minimum 1-2 years pharmaceutical experience in a PV role preferred
- Excellent analytical and problem solving skills
- Excellent oral/written communication in English
- Knowledge of MedDRA, Oracle ARGUS & online literature searching preferred
- Excellent organizational & interpersonal skills; experience in working in a dynamic team environment
- Advanced knowledge of Microsoft Office: Excel, PowerPoint, Word

Benefits

- RRSP Matching
- Health Benefits
- Disability & Life Insurance Package