

# Job Description

## Assistant Manager – Medical Affairs

<b>Location</b>	Bangalore, Karnataka
<b>Employment Type</b>	Full-Time
<b>Experience</b>	6 months –3 Years (Pharmaceutical / Medical Affairs)
<b>Reporting To</b>	Manager – Medical Affairs
<b>Industry</b>	Pharmaceutical
<b>Qualification</b>	Postgraduate in Pharmacy, Pharmacology, Pharmaceutics, M.Sc. Pharmacology, Pharm.D, or equivalent

### About the Role

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We are looking for a motivated and detail-oriented Assistant – Medical Affairs to join our Medical Affairs team. The incumbent will play a pivotal role in bridging scientific knowledge with regulatory, clinical, and commercial functions. This position demands strong medical writing capabilities, regulatory awareness, and the ability to engage with healthcare professionals and key opinion leaders.

### Key Skills & Competencies

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#### Technical Skills

- Medical & scientific writing
- Medico-marketing communication and content creation
- Regulatory dossier preparation (CDSCO, FSSAI)
- Clinical research and trial coordination
- Pharmacovigilance support (adverse event reporting, signal detection)
- Proficiency in MS Office (Word, PowerPoint, Excel)

#### Soft Skills

- Strong analytical and critical thinking skills
- Excellent written and verbal communication
- Ability to interpret and present scientific literature
- Team player with cross-functional collaboration ability
- High attention to detail and ability to manage multiple priorities

### Key Responsibilities

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### Regulatory Affairs

- Support preparation of regulatory dossiers for new product submissions and address queries raised by regulatory authorities (CDSCO, etc.).
- Prepare and present submissions to expert/advisory committees as required.
- Develop and maintain FSSAI product dossiers, ensuring they are current and readily available for regulatory and customer inquiries.
- Track and present regular updates on regulatory authority developments to management.

### Medical Writing & Communication

- Respond to product-related medical queries from healthcare professionals and the marketing department in a timely and accurate manner.
- Review, enhance, and approve medical content for brand promotional materials and digital marketing activities.
- Develop monographs, training manuals, and CME slide decks to support new product launches.
- Regularly review scientific literature relevant to the product portfolio and prepare concise study summary presentations for management and marketing teams.

### Medical Education & KOL Engagement

- Develop and update slide decks for scientific CMEs and medical education programs.
- Conduct surveys and market research on new product concepts with key opinion leaders (KOLs).
- Liaise with KOLs and CROs for clinical study/trial coordination and manuscript writing.

### Clinical Research & Pharmacovigilance

- Participate in planning and conducting clinical studies/trials, including coordination with CROs and KOLs.
- Support pharmacovigilance activities including adverse event reporting, safety signal monitoring, and coordination of Periodic Safety Update Reports (PSURs).

### Qualifications & Experience

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- Postgraduate degree in Pharmacy, Pharmacology, Pharmaceutics, M.Sc. Pharmacology, Pharm.D, or equivalent.
- 6 months to 3 years of relevant experience in Medical Affairs, Regulatory Affairs, or Medical Writing within the pharmaceutical industry.
- Experience in CDSCO/FSSAI regulatory submissions is preferred.
- GCP certification and/or pharmacovigilance training is an advantage.
- Prior experience liaising with KOLs or CROs will be an added advantage.

#### Note

*This job description is indicative of the nature of the role and may be subject to change based on business requirements. The role may involve travel for KOL meetings, CRO liaison, and scientific conferences.*