



Job Application Template	Job Application Default Template effective 01/06/2015 11:19
Primary Internal Questionnaire	FR: Internal Eligibility Questionnaire - v3
Secondary Internal Questionnaire	
Primary External Questionnaire	FR: External Eligibility Questionnaire v2
Secondary External Questionnaire	
Recruiting Self-Schedule Calendars	
Replacement For	
Recruiting Instruction	
Job Posting Title	Apprenticeship

Hiring Requirements

Job Details

Job Profile	Specific Medical Position LL-1
Job Families for Job Profiles	Specific Medical Position
Worker Sub-Type	Apprentice (Fixed Term)
Worker Type	Employee
Time Type	Full time
Compensation Grade	LL-1
Primary Location	FR / Paris / La Boétie
Primary Job Posting Location	Paris
Additional Locations	
Additional Job Posting Locations	
Scheduled Weekly Hours	100
Work Shift	
Recruiting Start Date	01/02/2019
Target Hire Date	02/01/2019
Contract / Employment End Date	02/01/2021

Additional Information

Union Membership from Job Profile
Allowed Unions from Job Profile

Internal Job Description **JOB DUTIES & RESPONSIBILITIES:**

- In coordination with the Program Lead and medical Lead support the publication program budget tracking for assigned programs, rapidly identifying and managing variances, and addressing strategic resource re-allocation/budget challenges to ensure accurate forecasting and expense recognition, proposing solutions and mitigation strategies as necessary to ensure project quality.

- Support the Preparation of presentations for key strategic, business, and financial reviews
- Coordinate the on-going publications and release of the new studies in collaboration with clinical development, medical colleagues, defining the target congresses speakers and develop the presentations in collaboration with medical, development and KTL teams
- Generate the pre- and during congress communication for the portfolio including the plan of the key presentations and anticipation of key competitors questions.
- Manage Sharepoint, scientific platforms and data repository of Scientific Communication team and Diamond – Diabetes web site, structure, contact, regular updates with the latest documents, newsletters, prepare the plan to optimize affiliates contributions
- Make alignment between DCV SciComm team in terms of presentation of the plans, reports, KPI
- Provide a clear communication with internal and external stakeholder on activities of the Scientific Communication team via newsletters and regular updates.
- Map release of the new competitors studies and define the plan to maximize our data release
- Inform staff of key scientific communication activities continuously and on the monthly basis
- Initiate and follow up on expenses and Purchase orders.
- Support the Medical Operations team in initiatives and objectives, process improvements and initiatives, and other initiatives with the primary objective of adding value to the business
- Contribute to the completion of organizational projects and goals
- Work under only very general supervision

REQUIREMENTS:

- Scientific and/ or Business Master Degree with specialization in science or healthcare interest
- At least 12 months of prior experience in project management positions
- Expert in MS Office package (Word, PowerPoint, Excel, Project, Outlook etc.)
- Good communication skills in English (written & oral)
- Being independent and autonomous
- Detail oriented and meticulous
- SharePoint expertise
- Team player

TÂCHES ET RESPONSABILITÉS DU TRAVAIL:

En coordination avec le responsable du programme et le responsable médical, soutenir le suivi du budget du programme de publication pour les programmes assignés, identifier et gérer rapidement les écarts, et résoudre les problèmes de réallocation de ressources stratégiques / budgétaires afin de garantir une prévision précise et la comptabilisation des dépenses, en proposant des solutions et des stratégies d'atténuation, le cas échéant. pour assurer la qualité du projet.

Soutenir la préparation de présentations pour des revues stratégiques, commerciales et financières clés

Coordonner les publications en cours et la publication des nouvelles études en collaboration avec le développement clinique, les collègues médicaux, définir les conférenciers cibles du congrès et développer les présentations en collaboration avec les équipes médicales, de développement et KTL

Générez la communication pour le portefeuille avant et pendant le congrès, y compris le plan des présentations clés et l'anticipation des questions des concurrents clés.

Gérer Sharepoint, les plates-formes scientifiques et le référentiel de données de l'équipe de communication scientifique et du site Web Diamond - Diabetes, structure, contact, mises à jour régulières avec les derniers documents, lettres d'information, préparer le plan d'optimisation des contributions des affiliés

Aligner l'équipe de DCV SciComm en termes de présentation des plans, des rapports, des KPI

Fournir une communication claire avec les parties prenantes internes et externes sur les activités de l'équipe de communication scientifique via des lettres d'information et des mises à jour régulières.

Publication des cartes des études sur les nouveaux concurrents et définition du plan pour optimiser la diffusion de nos données

Informez le personnel des activités de communication scientifique clés de manière continue et mensuelle

Initier et suivre les dépenses et les bons de commande.

Soutenir l'équipe des opérations médicales dans les initiatives et les objectifs, les améliorations de processus, les initiatives et autres initiatives ayant pour objectif principal de créer de la valeur pour l'entreprise

Contribuer à l'achèvement des projets et des objectifs de l'organisation

Travailler sous une supervision très générale

EXIGENCES:

Master Scientifique et / ou Professionnel avec une spécialisation dans les domaines de la science ou de la santé

Au moins 12 mois d'expérience antérieure dans des postes de gestion de projet

Expert en progiciel MS Office (Word, PowerPoint, Excel, Projet, Outlook, etc.)

Bonnes compétences en communication en anglais (écrit et oral)

Être indépendant et autonome

Souci du détail et minutieux

Expertise SharePoint

Joueur d'équipe

External Job Description

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