

Job Description:

Vertisystem, Inc. is seeking a qualified professional to fill the position of Operations Associate II. This resource must have solid experience in handling material review process for a multinational pharmaceutical company.

Job Responsibilities:

-) Handle material review process for a multinational company
-) Use electronic tools such as Zinc MAPS or Veeva Vault for the material review process
-) Organize and juggle multiple projects and priorities so that deadlines are met while retaining consistently high-quality outcome
-) Develop strong network across company
-) Responsible for some Project Management

Required Skills:

-) A minimum of 2 years of experience in handling material review process for a multinational pharmaceutical company
-) Previous experience in Pharma industry is an advantage
-) Strong computer aptitude and ability to learn systems quickly
-) Strong capability in organizing and juggling multiple projects and priorities so that deadlines are met while retaining consistently high-quality outcome
-) Strong attention to detail
-) Experience in building solid relationships based on trust and strong ethics
-) Customer focused
-) Strong oral, written and presentation skills with ability to explain complex concepts clearly
-) Anticipate and adapt to change while maintaining accountability
-) Very good team player. Ability to develop strong network across company
-) Project Management experience and ability to work in cross-functional teams

Desired Skills:

-) Prior work within a Medical or Commercial organization in Pharma is preferred
-) Experience of using electronic tools such as Zinc MAPS or Veeva Vault for the material review process is preferred.

Additional: BS/BA or High School Diploma