



Your Generics and Biosimilars Industry

JOB DESCRIPTION

Position Title: Manager, Sciences & Regulatory Affairs

Department: Sciences & Regulatory Affairs

Report To: Vice President, Sciences & Regulatory Affairs

FLSA: Exempt

Last Revision Date: 2022 06 01

Job Summary: The Manager, Sciences & Regulatory Affairs at the Association for Accessible Medicines (AAM) is responsible for coordinating all day-to-day operational needs for the working groups, taskforces and other workstreams of the Sciences & Regulatory Affairs (SRA) department. The role is key to the SRA team regarding GRx+ Biosims and in support of all workstreams that AAM is associated with regarding the International Generic and Biosimilars Association. The role also supports the Meetings team in the 'run-up-to' conferences and onsite activities of the conferences. Additionally this role oversees special projects and committee/working group/task force meetings in coordination with senior leadership, the Legal department and other AAM departments.

Essential Duties and Responsibilities:

- Project Coordination:
 - Document agendas for meetings and teleconferences, as defined by project lead.
 - Prepare all meeting/event materials, distributing as needed.
 - Take notes during meetings/teleconferences to document discussions and decisions.
- Data Management:
 - Build and maintain documents and data bases to record and track project status and data.
 - Maintain member company contact lists for SRA.
 - Maintain current files and archives of departmental correspondence.
- Provide interface with all AAM departments, sharing SRA initiatives and status and sharing updates from interdepartmental meetings with SRA staff.



- Assist the SVP, VP and Senior Director with calendaring, logistics and follow-up of all departmental projects and meetings including all working groups and task forces.
- Assist with development of materials including, but not limited to, researching and preparing fact sheets, talking points, website content, presentation sides and letters to association members, stakeholders, and other regulatory bodies, as appropriate.
- Process and manage departmental invoices, researching information when necessary.
- Perform other duties as assigned consistent with the goals of AAM.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent written and oral communication skills, including proof-reading and editing
- Exceptional interpersonal skills, a focused listener
- Exhibits a positive attitude and professional demeanor
- Exhibits a high degree of personal initiative
- Exceptional organizational skills, attention to detail, and time-management
- Ability to handle confidential matters with professionalism and discretion
- Ability to prioritize and manage multiple initiatives simultaneously
- Ability to work in a collaborative environment and accomplish tasks with self-direction and provide exemplary customer service
- Ability to work creatively and with flexibility in a fast-paced environment while maintaining high work standards.
- Advanced computer skills, including basic use of Microsoft Word, Excel and PowerPoint

Education and Experience Requirements:

- Bachelor's Degree, required
- 2+ years of applicable professional experience
- Experience with project coordination, required; PMP certification, desirable

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift approximately 20-25 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment

Travel: < 5%