LEO Pharma Inc.

Title: Intern, Medical Strategy & Scientific Affairs

Location: Parsippany, NJ

Job Type: Summer Co-op/Internship

Compensation Type: Hourly    Wage: $15.00

Start Date: 6/6/2016    End Date: 8/5/2016

Job Description: We currently have an opening for an Intern, Medical Strategy & Scientific Affairs in our Parsippany, NJ headquarters. You will be responsible for focusing your efforts on gaining practical experience within our Research & Development group as well as applying your knowledge, skills, and abilities to improve a process identified within this department. This individual will be engaged in a 9 week commitment that encompasses meaningful work coupled with a presentation at the end of the program.

Primary Responsibilities:

- Expand on an existing Virtual Library of pdf's used for references (QUOSA Information Management System) by introducing .PDFs in the library, tag them with keywords, and place them under a pre-specified folder system.
- Develop/edit standard response letter(s) and other documents using the QUOSA word template for inserting references after a literature search is done and documents inserted into the library for use.
- Edit, add, and proof citations in various documents that are used or reviewed by Medical Strategy & Scientific Affairs
- Assist in creating a new version of Enstilar® cost analysis tool. This may include literature search, data collection on drug efficacy and cost, and update the original analysis in excel.
- Assist with follow-up on Pharmacovigilance cases, and organization of Pharmacovigilance training, including updates to PowerPoint presentations.
- Research Pharmacovigilance best practice as it relates to social media.
- Categorize Pharmacovigilance source documents for transfer to iron mountain and assist with reconciliation and identification for improvement of current process.

Application Instructions: Please forward all resumes to adam.willard@leo-pharma.com

About the Organization: LEO Pharma is an independent, research-based specialty pharmaceutical company committed to the discovery and development of novel drugs for patients within the area of dermatology in the U.S. For 105 years our products, which are marketed in more than 100 countries worldwide, have improved the quality of millions of people's lives around the world.
We understand that people power our success. Our global team – consisting of around 4,800 people in 61 countries worldwide – is LEO Pharma’s greatest asset. Thanks to this incredible mix of people from different cultures and backgrounds, LEO Pharma is a workplace where innovation thrives and people grow.

This is why we continually seek to attract passionate, dedicated and solution-orientated people and ensure that our people develop professionally. Our future depends on people who can drive our activities, penetrate new territories, realise potential in existing markets and build an even stronger pipeline. If LEO Pharma is to realise its vision, we need people who think innovatively and act with integrity.

Disclaimer Information: Equal Opportunity Employer