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**Position: Coordinator/Sr. Coordinator, Marketing Operations (Pain Mgt)**

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**JOB DESCRIPTION:**

Responsible for broad based support to the Sales, Marketing, Market Access, and Operations functions within the pain management business unit. Key duties will involve the planning and execution of all promotional conventions and trade shows, activities and logistics involving sales meetings and other Marketing and Market Access directed programs and events. This position will also have primary responsibility for the support and logistical coordination of the Company's product management and marketing functions. Responsibilities listed are applicable dependent upon the life cycle stage of the products.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists product management with the tactical implementation of marketing programs.
- Coordinates status meetings for marketing team, external advertising agency and other vendors.
- Coordinates and schedules PRC review meetings and facilitates the material review process.
- Maintains promotional materials and sample binder of approved materials; archives all approved documents and coordinates with regulatory department on OPDP submissions.
- Assists product management with the review and approval of all promotional materials.
- Coordinates marketing tactics and sales meeting activities with the internal departments (sales training).
- Assists with on-boarding for sales force and market access team to ensure they have the support needed to be successful in a new role.
- Manages check requests, contracts, POs and other agreements with third parties.
- Coordinates efforts related to the fulfillment center and supports the development, approval, and distribution all sales force materials.
- Ensure on time delivery, quality, and proper production of marketing materials.
- Supports external product website updates.
- Manages the Marketing and Medical Affairs Convention Calendar.
  - Responsible for smooth operation of all activities related to registration, booth logistics, and materials management for industry conventions.
- Ad hoc involvement in other Sales, Marketing, and Operations activities.
- Provides other general support for the Marketing department.

**REQUIREMENTS:**

- Bachelor's level degree.
- 2 years minimum experience in a similar role within the pharmaceutical or other life science industry; experience with facilitating review and maintenance of promotional materials strongly preferred.
- Excellent oral and written communication skills and interpersonal skills.
- Demonstrated ability to interact effectively with senior management.



- Strong organization, prioritization and project management skills, with demonstrated ability to manage multiple tasks simultaneously.
- Strong attention to detail.
- Thorough working knowledge of all Microsoft applications including Outlook, Word, Excel and PowerPoint; ability to produce spreadsheets and reports.

*The above description is intended to describe the general nature of the job and may include other duties as assumed or assigned; it is not intended to be all inclusive or limit the duties of the position.*

EOE