

Pfizer UK Undergraduate Programme 2019/2020

IDM IM Medical Affairs Undergraduate

PIH IDM IM Medical Affairs

Internal Medicine Medical Affairs Business Operations

Department Overview

PIH International Developed Markets, Internal Medicine Medical Affairs focuses on the creation, demonstration and communication of the clinical value of our Innovative Pharma medicines in a fair and balanced way, whilst putting patients at the heart of everything we do. Medical colleagues build partnerships with key stakeholders in order to have a scientific dialogue at a brand, disease and health system level. Through their interactions they identify actions and insights from customers and markets in order to improve the quality of healthcare.

What can I achieve and what will I be responsible for whilst completing a placement at Pfizer?

Working as part of the Business Operations team you will support the IDM IM Medical organization with the management of new and existing medical projects. You will also develop new and innovative ways to manage business processes and operations, which enables the organization to deliver against their goals whilst growing their business knowledge and enhancing their Scientific Leadership.

Through working in the busy Business Operations team you can look forward to developing critical business skills and being a valued team player. These skills will include communication through liaising with senior medical colleagues across the developed markets, multi-tasking through working on a variety of projects and also leadership by owning specific projects

Pfizer also offers a diverse environment which allows employees numerous opportunities to grow and develop.

Other responsibilities will include:

- *Collation, coordination and review of documents and processes related to ongoing initiatives*
- *Maintenance and development of IT tools and systems to support department projects*
- *Participate and contribute to the Monthly MA Business Operations Meeting*
- *Support and develop communications in line with the departments communication plan to the IDM IM MA colleagues*
- *Planning, content and logistics input to the twice yearly Country Medical Director Meetings*
- *Support teams on critical projects throughout the duration of the assignment*

What other opportunities and benefits do Pfizer offer?

In addition to the above there may be opportunities to attend Medical Affairs Leadership meetings, conferences or team meetings in Europe. Pfizer also offers a number of opportunities for volunteering in local communities and with STEM activities in schools.

When can I start?

Placements will start on 2nd September 2019 and will run for 12 months.

PERSON SPECIFICATION

Type of person we are looking for, in relation to 'Skills', 'Knowledge' and 'Motivation':

- On target for a 2:1 Degree Classification
- Pro-activity and enthusiasm
- Excellent verbal, written and presentation skills, including the ability to confidently communicate with senior management
- Ability to learn and develop on the job
- Ability to work effectively both as an individual and in a close-knit team environment
- Good planning and organisation skills, including the ability to multi-task between competing assignments, time-manage and communicate effectively with the team

Please note that we only accept application forms. Please do not send over your CV or cover letter as they will not be considered.