

Pfizer UK Undergraduate Programme 2019/2020

Hub Labeling Manager Undergraduate

International Labeling Group

Worldwide Regulatory Operations (part of Worldwide Safety & Regulatory)

Do you want to improve patient literacy and be part of a team that is re-writing the rules of business, through its Digital transformation journey? If you do, read on...

Department Overview

Within Pfizer, the International Labeling Group (ILG) is responsible for executing the content management of Local Product Documents (LPDs), Local Label Documents (LLDs) and Patient Leaflets for nationally registered products across all international countries/region – with the exception of USPIs (US labels) and EU Centralised Procedure/Mutual Recognition Procedure Labels which are managed via our Global Labeling Management colleagues. The group processes more than 10,000 labels a year. They have more than 130 colleagues in 25 countries, covering timezones from Japan to Costa Rica, and work in 13 different languages. It is a truly global, yet close-knit team fostering a culture of innovation!

ILG is rather different than your usual labeling department because our *vision is to be an innovative powerhouse, built by people, enabled by technology and driven by performance and passion*. We start with the *future* not with the present. Where an understanding of future labelling and regulatory industry trends and emerging technologies gives us the ability to identify transformative opportunities rather than deliver incremental improvements- We keep on evolving so we can stay ahead to be a industry leader in our niche area.

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

The placement within ILG will provide the undergraduate exciting insights into a busy, diverse and dynamic labeling function (Labeling is a specific area of Regulatory Affairs) and will be managed by giving the undergraduate an opportunity to learn and take part in all of the diverse facets of ILG's roles and responsibilities.

The role will join the team as a Hub Labeling Manager (HLM), however there will be a rotation between our Investigator Brochures (IB) team, the business & analytics support team and our very innovative and unique research and development team.

The key responsibilities during the 12 months placements will be:

- To learn and utilize regulatory labeling expertise to review, develop and deliver labeling documents to support submissions to the Regulatory Authorities (RAs) across markets/regions, requesting advice and input from other functions as appropriate.

- To produce other labeling related documentation for submission to RAs such as track change versions, annotated labels, comparison tables and annotated supportive documentation.
- To take part in our unique research incubator work leveraging technologies in RPA, machine-learning, business process management and many more
- To assist with complex labeling data analysis.
- To create or enhance SharePoint web pages.

What other opportunities and benefits do Pfizer offer?

The Undergraduate will have the opportunity to be part of the bigger picture and assist in developing our vision to make transformative changes to keep us in line with the 4th Industrial revolution.

The location of the undergraduate's placement offers the opportunity to liase face to face with Global Labeling Management and European/Global Regulatory Affairs colleagues. A diverse environment which allows colleagues to grow and develop with one of the worlds Top Pharmaceutical Companies and a fantastic way to learn more of the industry and the types of roles it has to offer.

We believe that our people are truly at the heart of the organization. Through our People1st philosophy we strive for a culture of collaboration, opportunity, development and innovation. Led and owned by colleagues within the organization.

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 Life Sciences, Pharmacy or equivalent Degree Classification
- Multi-languages skills advantageous
- Excellent Written & Verbal communication skills
- Can think 'Outside of the Box' & Strategically
- Can Interpret and apply Leanings from guidances or documentation
- Has strength in Logical and Anyaltical approach
- Has a Creative Mind-set
- Is Passionate
- Can be an Aspiring Leader
- Is Highly Motivated and a Self-starter

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