

FIELD OPERATIONS COORDINATOR

Location: Winnipeg, MB

Position Type: Full time

Reports To: Field Operations Manager

Summary:

The Field Operations Coordinator is responsible for supporting the Company in achieving its sales objectives by providing administrative support to both commercial staff and cross-functional departments. In this fast-paced environment you will be provided with the opportunity to learn the “inner-workings” of a U.S. pharmaceutical business. This is an entry-level position that will challenge you, but comes with significant growth potential.

Responsibilities:

- Assist with fulfilling catering requests for educational events and luncheons
- Ship tradeshow and marketing materials
- Input physician data as per regulatory requirements
- Field questions from the commercial team regarding general internal navigation of questions and issues
- Prioritize workload involving multiple large projects/timelines
- Assist with event planning and coordination; both internal and client-based
- Track inventory and identify changes in inventory requirements

Requirements:

- Diploma or Bachelor’s degree, with a focus in office administration, project management and/or related field preferred
- Proficient Microsoft Office Suite with an emphasis in Excel
- Strong project management and organizational skills; ability to prioritize activities, manage multiple tasks within deadlines and act with minimal supervision
- Demonstrated ability for attention to detail
- Able to communicate concisely and professionally both in verbal and written form
- Willingness and ability to learn new areas of the business
- Experience in an office administration role is strongly preferred
- Must be highly reliable and motivated to excel
- Passionate; self-motivated; engaging, personable

Company Description:

Medicure Inc. is a specialty pharmaceutical Company engaged in the research, clinical development and commercialization of human therapeutics. The Company's primary focus is on the sale and marketing of its acute care cardiovascular drug, AGGRASTAT® (tirofiban hydrochloride) in the United States and its territories through its U.S. subsidiary, Medicure Pharma Inc.

