

Job Description

Position Title	Director / Senior Associate
Department	Market Access マーケットアクセス
Reports To	VP of RA, CA
Version Date	10-Feb-2023

Overview

- Develop a reimbursement approval strategy that meets the client's requirements.
- Execute reimbursement application according to the above strategy and obtain the reimbursement listing.

Responsibilities and Duties

- Prepare and submit the reimbursement dossier in accordance with the strategy.
- Build relationships with academia, key opinion leaders, and patients to secure their support for the reimbursement application.
- Participate in industry meetings (EBC & AMDD) to stay updated on reimbursement information.
- Create reimbursement dossiers and materials that will be submitted to MHLW or presented to the client.
- Familiarize yourself with the product and gather relevant research information.
- Attend meetings and participate in teleconferences with the client."

Required Knowledge, Skills, and Experience

- **Education:** 学士号以上 Bachelor's degree in a health-related discipline.
- **Certification/Licensure:** 特になし Not applicable.
- **Experience:**
- "Regulatory Affairs experience, including:
 - Proficiency in writing regulatory documents
 - Ability to create and deliver effective presentation materials
 - Knowledge of the medical economy
 - Strong communication skills with key physicians, MHLW personnel, and clients
 - Proficiency in reading literature in both Japanese and English.
- **Other:**
 - The ability to write and logically explain ideas
 - Strategic thinking and problem-solving abilities
 - Proficiency in negotiating and reaching mutually beneficial outcomes

Supervisory responsibilities

- 実施する業務がクライアントおよび会社のスタンダードを下回らないように確保すること
- 資格のある人材の採用、トレーニング
- 日常業務の監督
- 部下の評価を実施し、適切なタイミングで昇格、昇給を実施すること

Job Description

- Ensure work meets client and company standards.
- Hire and train qualified candidates.
- Oversee the day-to-day workflow.
- Conduct performance evaluations that are timely and constructive, providing recommendations for promotion and salary adjustment as appropriate.

Work environment

- 強力なチームスピリットとともにコラボレーションを図ること
- 同僚、部下、部門長と良好な関係を構築すること
- ハラスメントのない職場環境を確保すること
- Collaborative with a strong team spirit.
- Interaction with peers, subordinates, and managers.
- Entitled to a work environment that is free from harassment.

Travel required

- 最大業務時間の 20%程度は外勤の可能性があるので Travel (up to 20%) is required for this role.

Affirmative Action/EEO statement

弊社はダイバーシティを確保し、従業員に公平な機会を提供する。すべての雇用は資格、調書、ビジネスニーズに基づいて決定される。We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.

Other duties

本職務記述書は担当業務の全てをカバーすることを目的とし、作成されておらず、本ポジションにおける包括的な活動、義務、責任を記述したものとなる。活動、義務、責任は周知のあるなしにかかわらず、変更する場合がある。Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.