

Position:	Pricing and Reimbursement Administrator
Hours:	37 (09:00 - 17:30 Mon – Thurs 09:00 – 17:00 Fri)
Base Salary:	Up to £38,000
Benefits:	Private Health Insurance * Life Assurance * Contributory Pension Scheme
Location:	Egham, Surrey, UK, (M25, J11/J13, Surrey/Middlesex borders).

About Us

Essential Pharma is part of a larger group of companies whose aim is to ensure the sustainable supply of low volume, difficult to manufacture but clinically well-established pharmaceutical products to patients who need them. These branded and generic medicines form an essential part of the pharmacopeia and represent many therapeutic areas. We operate in over 20 countries, including in the UK, EU, Asia and New Zealand, supplying a portfolio of over 150 essential therapies across 9 therapeutic areas. Our products are manufactured to the highest regulatory standards at 8 sites in the EU and 2 sites in the USA.

The Role

As the Pricing and Reimbursement Administrator you will be responsible for administrative tasks within the Commercial department in particular for Market Access, supporting the team and wider business with Market Access administration. Ensure queries from stakeholders are sent to correct member of team and dealt with in a timely fashion.

Key Duties and Responsibilities

Your main tasks and responsibilities will include:

- Compile and review technical documentation for product registration according to market specific regulations
- Maintain documents and records across areas of responsibility such that the company is in a permanent state of inspection readiness.
- Perform any reasonable value-added activities that support the company's and departments needs
- Maintains department Dashboard and updates accordingly
- Carry out any updates on databases (Internal and external) as required
- Liaises with distributors as well as communicating internally across departments and sites to obtain the required documents for registration
- Obtain, record and file any certificates, licences or other documentation in line with KPI's / SOP's
- Collate information from various sources to produce various documentation
- File and Maintain files/folder on Company shared resource
- File documentation in line with Quality standards/Best practice and GxP
- Works closely with Commercial, Integration, M&A, Supply Chain, Medical Affairs/ Operations and Legal departments.
- Administration of reimbursement flows, in collaboration with the VP Commercial & SD, Market Access
- Documents payer evidence in support of Market Access Senior Director

Your Profile

You will have:

Qualifications

- Degree in Pharmacy, Chemistry, Pharmaceutical or life science is preferable.

Experience

- Experience in a market access role in the UK and/or EU pharmaceuticals sector desirable
- Market access experience through the introduction of new pharmaceutical products in the UK
- Knowledge of market access requirements in other geographies, such as Latin America, USA, Middle East, or North Africa
- Understanding of the EU and UK market access environment
- Knowledge of the drug development process and operational planning processes

Competencies

- Strong agile thinker who can adapt to situations of high-speed change
- Good attention to detail
- Excellent written and verbal communication skills
- Work effectively under pressure of time
- Possess a business-oriented mindset with innovative approach in strategic thinking
- Strong Agile thinker who can adapt to situations of high speed change
- Problem solver who can work through complex issues
- Candidate must demonstrate a Growth mindset and willingness to learn
- previous demonstration of working effectively as part of team with strong collaboration
- Demonstrates a willingness to achieve goals together and respect the view of others
- Results orientated and accountable for actions

To apply

Please send your CV to careers@essentialpharmagroup.com along with your current salary and salary expectations.