

## ON-BOARDING COORDINATOR

### **EMVO (European Medicines Verification Organisation A.S.B.L) is currently recruiting an On-boarding Coordinator.**

The European Medicines Verification Organisation (EMVO) is a non-profit, Belgium based organisation representing stakeholders united in securing the legal supply chain from falsified medicines. EMVO has taken responsibility for advancing the formation of the European Medicines Verifications System (EMVS) in accordance with the Falsified Medicines Directive (Directive 2011/62/EU) and the delegated Regulation (EU) 2016/161 to ensure the implementation of a functioning, secure, interoperable and cost-effective medicines verification system across Europe.

## 1. Department

Commercial & Partner Management Department

## 2. Job purpose

On-boarding Coordinator for the daily EMVO commercial and partner management activities following the strategic directions of the EMVO's Head of Commercial & Partner Management.

## 3. Duties and responsibilities

The duties and responsibilities refer to all on-boarding coordination related tasks within EMVO. They can be structured under the four following headlines:

### **1. Representation**

- Manage the progress monitoring of OBPs/MAHs to the EMVS
- Support external communication of EMVO
- Assisting the organisation of information events
- Representation of EMVO at MAH/NMVO Workshops
- Develop and disseminate public relations materials that increase EMVO's visibility

### **2. On-boarding Support**

- Draft announcement letters
- Draft, align and distribute EMVO's Monthly Report
- Monitor the On-boarding Process
- Advance EMVO Support Processes
  - Create Canned Responses
  - Create FAQs

### **3. Information campaigns**

- Develop, support and promote company goals, including message development, social media content creation and media outreach
- Maintenance of EMVO's Knowledge Database
- Maintenance of EMVO's website
- Draft, align and distribute newsletters
- Support information campaigns for OBPs/MAHs/NMVOs etc.
- Update documentations (SOPs, User manuals etc.)

### **4. EMVO's Interns**

- Supervise interns
- Performance review
- Creation of workplans

## 4. Qualifications

- At least a Bachelor's degree
- Excellent written and verbal communication skills - preferably English native speaker
- Ability to describe/summarise/simplify complex political or technical processes/projects and to translate them into crisp, focused and handy articles/statements
- A minimum of two years experience in communications strategy development
- Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively
- Experience working in customer relations preferred
- Able to distinguish and relate to the different target groups, and to tactfully treat sensitive topics
- High proficiency working with MS Office, especially Powerpoint .
- Basic knowledge of IT processes
- Inter-personal skills and experience working in an international context is of great value

**If you are interested in this position, please send a cover letter and a CV to Marisa Jimenez Sanchez @ [marisa.jimenez@emvo-medicines.eu](mailto:marisa.jimenez@emvo-medicines.eu).**