

JOB DESCRIPTION

Position Title: Senior Manager, Biosimilars Council

Department: Policy and Strategic Alliances

Report To: Senior Vice President for Policy and Strategic Alliances

Job Summary: The Senior Manager, Biosimilars Council of the Association for Accessible Medicines (AAM) is responsible for supporting the implementation of the Biosimilar Council Education & Advocacy Campaign and other programming. The individual will also support the Biosimilars Council and all relevant Committees, in collaboration with SVP and staff of Policy and Strategic Alliances. The individual will manage final preparation of materials and communications to the Council and its Committees as it relates to the Education & Advocacy Campaign and other programs.

Essential Duties and Responsibilities:

- Proactively assist with the execution of the Biosimilars Council Education & Advocacy Campaign and other programming in collaboration with the consultants, member company staff and colleagues AAM-wide
- Provide regular reports to the SVP on progress and impediments to progress on all Biosimilars Council programmatic activities.
- Assist with the Biosimilars Council and Committees meeting notices and materials
- Contribute to content development for the Biosimilars Council website
- Coordinate interdepartmental activity related to Council initiatives, meetings and events
- Attend relevant meetings and maintain notes of discussion and decisions
- Interact with member company representatives on behalf of Policy staff on Council activity
- Perform other duties as assigned consistent with the goals of AAM.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent written and verbal communication skills, including editing

- Exceptional interpersonal skills, a focused listener
- Exhibits a positive attitude and professional demeanor
- Exhibits a high degree of personal initiative
- Exceptional organizational skills, attention to detail, and time-management
- Ability to handle confidential matters with professionalism and discretion
- Ability to prioritize and manage multiple initiatives simultaneously; meet established deadlines
- Ability to work independently and in a collaborative environment and accomplish tasks with self-direction; provide exemplary customer service
- Ability to work creatively and with flexibility in a fast paced environment while maintaining high work standards.
- Advanced computer skills, including basic use of Microsoft Word, Excel and PowerPoint
- Ability to converse on basic aspects of policy and/or regulatory issues of the industry

Education and Experience Requirements:

- Bachelor's Degree, required
- 2+ years of applicable professional experience, required; experience related to the health care industry, highly desirable

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- None

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment

Travel: minimal

This job description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. AAM has the right to revise this job description at any time. AAM is an "at will" employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and AAM.

Acknowledgement:

Name: _____ Date: _____