



Crown Laboratories, along with our affiliated companies, has a long-standing heritage in skin care, and we are passionate about providing consumers and clinicians with innovative solutions for the skin. As our mission states, we are committed to developing and providing a diverse portfolio of pharmaceutical and consumer products that improve the quality of life for our customers.

With consumer brands like Blue Lizard Australian Sunscreen, Panoxyl, Sarna, Vita Liberata, and more, we offer best-in-class sunscreens, self-tanning lotions, moisturizers, cleansers and oral care products. Our prescription products provide healthcare professionals with solutions for managing a variety of skin conditions. With the recent addition of Bellus Medical, we are now a leading innovator in aesthetics. We are excited about our future, as we grow to become an innovative leader in the dermatology, skin care, and aesthetics industries while enriching the lives we touch.

We are currently recruiting for a Medical Information Specialist. This position will be supporting a professional team of PhDs, MDs, RNs, etc. in Medical Affairs and will be responsible for managing the Medical Information mailbox – supporting the end-to-end process for reactive response to requests for medical/scientific information. The Medical Affairs Specialist will be interfacing with cross-functional teams at Crown Laboratories and must possess good interpersonal and communication skills; must be self-motivated, customer-oriented and a team player.

**Essential Duties and Responsibilities:**

- Monitor and disposition the Medical Information mailbox to ensure all requests are addressed in a timely manner.
- Address case creation and delegation of cases to Subject Matter Experts (SME) in the Medical Information System
- Respond to requests for scientific literature from HCPs and internal stakeholders where standard response letters (SRLs) and FAQs are available
- Coordinate and execute weekly publication briefs
- Create/develop metrics, reports, summaries, collateral materials generated from medical conferences/congresses
- Provide project support/ vendor management: submission of statement of work (SOW), invoices, purchase requisitions, etc.
- Support to Subject Matter Expert (SME) / Medical Science Liaison (MSL) function
- Maintenance of the Standard Response Letter Library (SRL)
- Facilitate contracts with Key Opinion Leaders (KOLs) who perform consulting services with the Medical Information group
- Coordinate support activities related to Advisory Boards owned and managed by Global Medical Affairs
- Provide support for other Ad Hoc projects, as needed

**Qualifications:**

Requires any combination of education and experience equivalent to a BS in a relevant Life Science or Healthcare related discipline, and 2 years of related experience in dermatology / skincare. Must have excellent interpersonal and communication skills, including the ability to communicate / translate complex technical issues with non-technical constituents. Knowledge of, and familiarity with, Microsoft Office Suite is required. Prefer familiarity with cloud-based applications (Veeva, Salesforce).

NOTE: This job profile is intended to provide an overview of expected job duties and requirements. It is not intended to be a contract of employment, explicit or implicit. All contents are subject to change at the sole discretion of the company. Cooperation is expected of all employees. Other duties may be assigned as needed.

We offer a competitive benefits package including vacation, medical, dental, vision, short/long term disability and 401(k) w/match.

*an Equal Opportunity Employer*

For other career opportunities, please visit our careers page:

<https://www.crownlaboratories.com/employment-opportunities/>

To learn more about our company and our brands, please visit our websites:

[www.crownlaboratories.com](http://www.crownlaboratories.com)

[www.bluelizard.net](http://www.bluelizard.net)

[www.vitaliberata.com](http://www.vitaliberata.com)

[www.nkdskn.com](http://www.nkdskn.com)

[www.bellusmedical.com](http://www.bellusmedical.com)

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