

Job Description: Editorial - Research Associate I

Essential Functions:

- Displays the ability to work independently and in a team environment under supervision of team lead, supervisor or manager.
- Manage and prioritize the day-to-day work and assigned projects.
- Displays the ability to analyze situations and make appropriate suggestions and appropriately seeks guidance with supervisor.
- Ability to plan, prioritize, and complete assigned work.
- Demonstrate the ability to effectively communicate and deliver the proper message for expected results.
- Compose/communicate directly with manufacturers obtain and verify product information.
- Effective listener and able to perform Editorial Services daily tasks.
- Evaluate situations and understand resolution with the assistance of a team lead, supervisor, pharmacist or manager for desired results.
- Acquire the skillset to run basic SDI queries using FlySpeed.
- Acquire the skillset to review final results for reporting.
- Acquire the skillsets to maintain, analyze and understand data audits and reports.
- Identify current policies in order to understand and communicate within the team and other FDB departments.
- Acquire through training the ability to back-up other RAs within the department when necessary.

Responsibilities:

- Obtain and compares source information as directed by work procedures, supervisory personnel, and team pharmacists, for inclusion within knowledge base content.
- Work conforms to stated policies and standards.
- Acquire skillset to analyze and understand source information for possible applicability within maintained knowledge base products.
- Maintain, analyze and prepare possible resolution for discrepancies within the data audits and other reports using your acquired knowledge and understanding of the database with support by team lead, supervisor and/or management.
- Performs various data entry tasks to record or verify a variety of coded and uncoded source information into knowledge base content maintenance system.
- Supports an environment in which co-workers develop trust and sensitivity to others' concerns and viewpoints.
- Cross-trained to perform basic tasks routinely done by other RAs as a backup.
- Carries out limited research activities, makes observations, analyzes data and is able to discuss with supervisors in comparison to stated Editorial policies and work procedures.
- Acquire through training an understanding of phases of work processes and acquire the knowledge of the job duties.
- Takes ownership of all work completed.
- Engage in open and honest discussion and communication of ideas, commit to the decisions and actions and focus of achievement of collective results.
- Works collaboratively in a group as a team member to accomplish stated goals.

Additional Skills:

- Microsoft Outlook, Word and Excel skills are needed for completion of assigned tasks and external customer communications.
- Thorough knowledge of Salesforce and OnBase to be acquired on the job.
- Demonstrates effective verbal and writing capabilities.
- Must be able to multitask and stay organized
- Prioritization of workload; able to seek guidance when competing priorities are present.
- Attention to detail; work performed in an accurate and timely manner.
- Effective Organization skills, able to manage day-to-day work and projects.
- Completes data entry work using appropriate Apollo forms, and other data platforms and tables as needed.
- Can work independently and in a team environment with supervision by management personnel.
- Basic drug knowledge and pharmacy experience is logically applied to data entry consistent with current Editorial policy.
- Through training, acquire the ability to write and submit New Clinical Formulation requests per Pharmacists' final review.
- Through training, acquire the knowledge and use of common data sources for research and gathered data storage.
- Through training is capable and proficient in data entry tasks using new and existing forms and tables.

Requirements:

- Bachelor of Science (BS) or Associate in Science (AS) in the health or biological sciences – must acquire a Certified Pharmacy Technician License in California, Indiana or Missouri within 2 years of hire

OR

- A Certified Pharmacy Technician (PTCB certified) and currently licensed in California or Indiana or Missouri, with at least 2 years of pharmacy technician experience in a healthcare setting.
- Skills Required – Demonstrates ability to work within FDB data entry systems and internal support systems and database knowledge.
- Able to work at an intermediate level with Microsoft Office applications of Word and Excel. Knowledge of Salesforce, Microsoft Access or Flyspeed preferred.
- Demonstrates effective verbal and written skills.
- Demonstrates ability to conform to work procedures; meet applicable deadlines, accuracy and productivity standards.

Additional Requirements:

- Working Conditions:
 - Hybrid home and office environment, works independently or collaboratively.
 - Will require attendance at the physical office location during normal working hours,

unless approved by management.

- Special Equipment:
 - Uses standard PC with up to two monitors.
 - Must be able to use telephone, facsimile, printer, and copier equipment.
 - May be required to use scanning equipment to maintain document management systems.
- Physical Requirements:
 - Extensive data entry is required.
 - Reading and interpretation of physical media and computer hosted media is required.
 - Light lifting of office publications and walking throughout the department to distribute correspondence is required.

To apply: All the candidates can reach out to Laura Holguin lholguin@fdbhealth.com or Simona Dorf Simona.Dorf@fdbhealth.com