

## **Project Assistant, Pharmaceutical Pricing and Market Access**

[PDCI Market Access Inc. \(PDCI\)](#) is a leading Canadian pharmaceutical pricing and reimbursement consultancy, based in Ottawa. PDCI offers a competitive salary plus an attractive benefits package including extended health care benefits, life and disability insurance. Details regarding compensation will be based on the successful candidate's knowledge, skills and experience. We are currently seeking a project assistant to provide a variety of support services to our pricing and market access teams.

### **The Role**

- Entry level position with opportunity for advancement for individuals demonstrating initiative, ability to learn and a dedication to producing high quality work
- Develop and maintain knowledge and understanding of the provincial drug plan formulary listing policies and procedures, PMPRB guidelines and filing requirements
- Assist in maintaining PDCI products (databases, reference guides and newsletters) through research, reports and/or data-entry
- Perform ad-hoc research requests from clients related to various topics on market access and pricing of pharmaceuticals
- Assist in the preparation and filing of pharmaceutical pricing and reimbursement submissions, materials and documents to the expected level of quality and as per industry requirements
- Assist with administrative aspects of project planning for submissions, including scheduling, coordination and invoicing with outside suppliers (e.g., printing service providers, office supplies, etc.)

### **Qualifications**

- Post-secondary diploma or degree
- Excellent knowledge of MS Office products (Word, Excel, Outlook and PowerPoint) essential
- Experience in the pharmaceutical and/or healthcare sectors an asset

### **Other**

- Excellent organizational skills, indicated by the ability to work with outstanding attention to detail
- Excellent verbal and written communication skills in English with fluency in French an asset
- Effective team player, but able to work without extensive supervision
- Ability to balance multiple priorities, projects and tight deadlines

### **Applying**

Interested candidates should submit a detailed resumé / curriculum vitae to [careers@pdci.ca](mailto:careers@pdci.ca) referencing the job title. The resumé (and/or a cover letter) should clearly indicate how the candidate meets the knowledge and experience qualifications outlined above (*and should reflect the communication skills and attention to detail that is essential for the position*). We thank all candidates for applying. Only those selected for further consideration will be contacted.