

Job Title: Scientific Affairs Coordinator – Prince Edward Island**About Paul Dick & Associates (PDA)**

Paul Dick & Associates Ltd (PDA) is pleased to announce the opening of its Prince Edward Island (PEI) office in support of the animal health, human health and clinical trial business units. Business activities to take place in PEI include the development of business, product development and regulatory strategic plans for clients. In addition, the PEI site will coordinate the newly-expanded contract research organization (CRO) business focused on delivering trials using multi-species, client-owned animals in PEI and Canada overall.

Job Description: The Scientific Affairs Coordinator will assume the following responsibilities:

- Lead the design, project management monitoring and statistical analyses of GCP clinical trials – with the company's national and multi-national clients
- Liaise with the PEI bioscience cluster to fulfill customer needs, and optimize working relationships, current and future, build relations including the AVC.
- Conduct scientific literature searches and prepare literature reviews/ white papers
- Assist with the preparation for pre-submission meetings by creating PowerPoint presentations and supporting dossiers
- Prepare regulatory submissions for Health Canada and the Canadian Food Inspection Agency
- Conduct market assessments including estimations of market size, competitive analyses, pricing scenarios and sales projections
- Assist with the preparation of business and marketing plans
- Conduct product label reviews
- Liaise with clients over the phone, by e-mail and in person as required

Company Description: Paul Dick & Associates (PDA) is a Canadian consulting company specializing in the development and registration of human and animal health products; including veterinary drugs, veterinary health products, feed additives, veterinary biologics and natural health products for human use. PDA provides the following services to clients ranging from small, start-up biotechnology companies to large multi-national corporations:

- Preparation of strategic business plans, market assessments, label as drivers, product life plans, and literature reviews/ white papers
- Creation and management of Advisory Committees and Scientific Expert Committees
- Clinical trials: monitoring, managing, protocol and report preparations, statistical analyses
- Creation of product development and regulatory plans
- Regulatory affairs including pre-submission meetings, regulatory guidance, and product submissions
- Corporate mentoring, outreach and partnering activities
- Preparation of grant applications for various funding sources in Canada

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Location: The Scientific Affairs Coordinator will be located in Prince Edward Island (PEI) and carry out their job duties from a home office. There will be periodic, infrequent travel required for clinical trial monitoring and meetings.

Responsible To: The Scientific Affairs Coordinator will report to the Director of Scientific Affairs, Lauren Carde.

Time Commitment: This is a sub-contractor position with no guarantee of a minimum number of hours. The number of hours per week will vary and depend on the workload of the company. The Scientific Affairs Coordinator should be prepared to work the occasional evening and/ or weekend as required.

Qualifications: The following skills and attributes are considered assets for the position:

- MSc in a related scientific discipline
- 2-3 years' experience in product development or regulatory affairs
- Experience with conducting and interpreting statistical analyses
- Excellent written and oral communication skills
- Organization and attention to detail
- Proficiency in Microsoft Office – Word, Excel and PowerPoint
- Positive, friendly and out-going demeanor when dealing with other members of the PDA team, clients and regulators

Closing date: June 30th, 2018

To Apply:

Please send your cover letter and resume to: **Paul Dick Attention: Kate Pecora**

kate.pecora@pauldickassociates.com) We thank all applicants for their interest in working with our growing company. Only those invited for an interview will be contacted.