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**Position: Manager/Sr. Manager, Medical Information**

**Reports to: Sr. Director, Medical Affairs**

**Location: Brisbane, CA**

### **Summary**

The Manager/Sr. Manager of Medical Information will be a key-member of a newly formed Medical Affairs team within a fast-paced, dynamic, and actively growing organization at Aimmune Therapeutics. Aimmune is a 6-year-old company, founded out of advocacy and a universal need to develop treatments for food allergies. Aimmune is conducting the first ever Phase 3 studies in Oral Immunotherapy and has breakthrough status for its lead drug candidate AR101 for peanut allergy. The company has extensive needs to educate HCPs, patients and families, and the general public on the unmet needs in understanding and treating food allergies. The Manager/Sr. Manager of Medical Information will play a key role in developing, collecting, and managing key product information, assisting the Sr. Director of Medical Affairs with the management of Aimmune's Medical Information Call Center, developing and writing Standard Response Letters (SRLs), assessing metrics of commonly asked questions, and assessing submissions to Medical Legal and Regulatory review committee for medical accuracy. He/she will become a knowledgeable resource for product information for internal (Medical/Scientific Affairs, Drug Safety, Marketing, and Sales) and external customers (Physicians, Nurses, Pharmacists, etc.) and will assist in overseeing the day-to-day management of responding to HCPs related to inquiries.

### **Specific Responsibilities:**

- Support the Sr. Director of Medical Affairs with the interactions, management and training of the Global Call Center and its staff; utilize effective project and people management skills to ensure achievement of department goals and objectives
- Develop communications for and fulfillment of, inquiry responses from healthcare providers in a timely manner in accordance with federal regulations
- Maintain a thorough knowledge of Aimmune's products and the clinical environment for internal and external customers
- Internally or in collaboration with Medical Communications and Global Medical Teams, develop and ensure communication of timely, accurate responses to unique and escalated inquires
- Coordinate with Global Medical Teams to define and develop medical information materials (e.g. Standard Response Letters, Frequently Asked Questions, etc.)
- Collect data, monitor and analyze performance against medical information key performance indicators

- Assist in maintenance of inquiry trend tracking database and prepare reports as needed; coordinate the use of these trends to develop SRLs, assist with product support and training documents
- Assist with call center vendor training, MSL and sales representative training as needed
- Assist in coordinating intelligence at scientific congresses which could include monitoring, organizing, and posting content of import to the company. In addition, will serve as a medical information resource at scientific meetings staffing Medical Information Booth when required, including the development of booth content
- Assist with Medical Regulatory and Legal review of all external materials. Assure medical accuracy of materials with particular emphasis on background materials as they relate to quotes and interpretation from the medical literature
- Assist field medical liaisons on medical information related requests
- Support novel channels for dissemination of medical information
- Support identification and contracting of medical information providers
- Manage medical information providers
- Ensure reporting of potential adverse events and product issues to appropriate teams
- Assist in maintaining current awareness of published literature on AR101, peanut allergy, other food allergies, and competitor products and diseases of interest by searching and reviewing literature
- Assist in keeping the department current on regulations, guidelines, procedures and practices as it relates to Medical Information
- Provides input and participate in decisions that affect the budget, functional capabilities, and operations of the Medical Information group

**Qualifications / Requirements:**

- Advanced Degree in Life Sciences (MS/PharmD/PhD)- Strongly preferred
- Manager level typically should have a Bachelor's degree and 2+ years of experience. Candidates at the Sr. Manager level typically should have a Bachelor's degree and 5+ years of experience
- Prior experience in allergy, immunology or other specialized therapeutic area
- Demonstrates effective written and verbal communication skills
- Lead and/or participate in cross-functional teams to achieve organizational goals
- Exposure to financial stewardship and meeting budgetary goals
- Knowledge and understanding of relevant clinical and therapeutic issues
- Knowledge and understanding of clinical and regulatory guidelines, including compliance in a commercial setting
- Ability to create and present on scientific and clinical data

**Preferred Experience, Special Skills, Knowledge:**

- Excellent written, verbal and interpersonal communication skills and strong attention to detail
- Ability to work with multidisciplinary team
- Strong scientific acumen
- Flexible, with positive attitude, ability to multi task, prioritize projects effectively and communicate at all levels within the company
- Exceptional organization and project planning skills
- Strong interpersonal skills and the ability to relate and work with a wide range of people to achieve results
- Knowledge of Medical Information Regulations and industry “Best Practices”
- Management of medical information vendor(s)

**About Aimmune Therapeutics, Inc.**

Aimmune Therapeutics is a clinical-stage biopharmaceutical company founded to address the unmet medical need in food allergy, which currently has no approved treatments. Our mission is to improve the lives of people with food allergies, based on our proprietary desensitization treatments in development. Aimmune’s lead investigational drug for peanut allergy, AR101, is in Phase 3 clinical testing in North America and Europe. Headquartered in the heart of San Francisco’s biotechnology hub, Brisbane, California, Aimmune has additional offices in the Kings Cross area of London, and in Raleigh, North Carolina.

Qualified candidates should forward a resume and cover letter, including a statement of interest, availability, and experience to Human Resources ([careers@aimmune.com](mailto:careers@aimmune.com)) with the job title in the subject line.

Aimmune Therapeutics is an Equal Opportunity Employer.  
Principals only; no recruiters please.