PharmIntell is currently recruiting for a full-time librarian/information professional or library paraprofessional in support of our client in the Medical Affairs department of a major pharmaceutical company based in New Jersey.

**Position Description:**

The position will be responsible for managing activities related to medical literature services. The primary responsibility of this role is to support the flawless end-to-end delivery of medical literature to support the client’s research needs.

* Monitoring medical literature related to the client’s key therapeutic areas
* Ordering high value medical literature (publications) using the CCC/RightFind system
* QC-ing medical literature metadata in the document management system (VeevaVault)
* Enhancing content metadata with attributes to optimize search and retrieval
* Assisting in journal subscription management
* Triaging literature search requests as needed
* Entering ad-hoc content (e.g., posters, presentations) into content management system
* Reconciling documents ordered to documents received to ensure flawless integration of systems
* Tracking statistics related to the Client’s overall content ordering and QC activities
* Participating in meetings with vendor to discuss content quality, sync issues and potential enhancements to streamline the document ordering process

**Qualifications:**

* BA or BS Required. Science major preferred (chemical or and/or biological Sciences)
* Master's Degree in library or information science OR 5 years of library / information center work experience
* 5+ years of experience in the Pharmaceutical, life sciences, or related healthcare industries
* Familiarity with health and life science information resources and publications
* Experience in content classification/organization, cataloging or metadata structuring related to life sciences content
* Experience with document/content management systems, database functionalities and similar technologies
* Excellent oral, written and presentation skills with ability to write communications for a variety of audiences
* Ability to prioritize and manage multiple activities and meet tight deadlines
* Ability to work independently with attention to detail and high standards for work quality
* Strong communication and interpersonal skills
* Experience with standard office applications (e.g., Microsoft Word, PowerPoint, Outlook, Excel, Teams, OneDrive, SharePoint)

**Position Location:**

Position will be remote/work from home. Preference given to states where PharmIntell is currently doing business: NJ, MA, PA, NC, OH, MN, FL, CA, WA.

**Equal Opportunity Employer Statement:**

PharmIntell is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy/ parenthood, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, mentoring and apprenticeship. PharmIntell makes human resource decisions based solely on qualifications, merit, and business need.

**Reasonable Accommodations Statement:**

To accomplish this job successfully, an individual must be able to perform essential functions, with or without reasonable accommodation, satisfactorily. This is an office/desk job that requires constant use of office equipment such as computer and telephone. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**Compensation and Benefits:**

* Competitive salaries (FT) / wages (PT), commensurate with experience and aligned with corporate norms
* Life and disability insurance package (must work 30 hrs/week to be eligible)
* 401K (must work 1000 hours/yr to be eligible)
* Paid time off (if full time/salaried) or earned sick leave (if part time/hourly)

**About PharmIntell:**

PharmIntell is a WBENC certified woman-owned small business with headquarters in Somerville NJ. We provide information, intelligence and insight that enables pharmaceutical, medical device, and biotechnology companies to make business and scientific decisions, fulfill regulatory reporting requirements, and stay ahead through competitive intelligence. We seek to hire qualified information professionals with diverse backgrounds, education and employment experiences. We offer competitive wages and a benefits package. We support a healthy work-life balance by offering flexible work arrangements, including part time/casual and work-from-home. For more information, please visit our website at [www.pharmintell.com](http://www.pharmintell.com)

If you are interested in applying for any of our open positions, please email your resume and cover letter to contact@pharmintell.com