



Market Access Coordinator

Full-Time, Tallahassee, FL

Starting Salary: \$52,000

Summary of Position

The Market Access Coordinator will work within the Market Access team supporting client goals and objectives in the Medicaid channel. This role involves collaborating with cross-functional teams and other internal stakeholders to provide administrative, operational, and analytical support, helping secure market entry and optimize product positioning within healthcare systems.

In addition to the outlined responsibilities, this position may be asked to support the team with other duties as needed to ensure smooth operations.

Principal Duties & Responsibilities

Market Access Team & Client Support

- Maintain Market Access Team Dashboard
 - Weekly client meeting notes, client goals, and operations dashboards
- Prepare Market Access Team for upcoming client calls, develop and distribute meeting agendas, and coordinate proper personnel/resources
- Maintain and enhance Market Access client deliverable templates ensuring standardization across clients
- Coordinate interdepartmental functions/support to help with client deliverables
 - Clinical webinars, FDA approval announcements, financial pricing evaluations, etc.
- Ability to work with and effectively communicate to all levels of leadership, both internally and externally. This includes client Market Access, Finance, Marketing, and Sales teams.

Research & Analysis:

- Research state programs and policies affecting client access
- Analyze market trends affecting the biopharmaceutical industry
- Develop and maintain a resource library
- Utilize Excel proficiently; Create spreadsheets with large numbers of figures with attention to detail and accuracy
- Verify data by comparing it to source documents; update existing data

Educational and/or Experience Requirements

- Bachelor's degree in related field
- Preferred experience in Sales/Marketing Support
- Proficient in Microsoft Suite, specifically Excel and PowerPoint
- Effective communicator at all levels of leadership
- Experience with analytics and ability to source and interpret data sets
- Ability to work independently, anticipate needs both for internal teams



Educational and/or Experience Requirements Continued

- Strong client service-oriented mentality
- Knowledge regarding the pharmaceutical industry is preferred but not required
- Medicaid experience preferrable

Commitment to Diversity

Artia Solutions is committed to creating a diverse and inclusive workplace. We encourage candidates from all backgrounds to apply, and we strive to provide a work environment where everyone feels valued and respected.

How to Apply

Please email your resume and cover letter to careers@artiasolutions.com. Be sure to highlight your relevant experience and why you're a great fit for this role. We look forward to reviewing your application!