

AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for a:

Manager Medical Information

1190 Vienna | Full-time employee | Start: ab sofort |



We are looking for an experienced and scientifically driven Medical Information Manager to deliver a high-quality, compliant, and insight-driven Medical Information (MI) service globally. You will oversee the global medical information management system, ensuring data integrity, regulatory compliance, and operational excellence.

What Your Day To Day Will Look Like

- Provide high-quality, evidence-based responses to medical inquiries, ensuring compliance with regulatory and legal requirements.
- Conduct literature searches and analyze clinical data to support accurate scientific communication.
- Develop, review, and maintain Medical Information content (Standard Responses, FAQs) within Veeva.
- Analyze inquiry trends and generate insights for Global and Affiliate stakeholders.
- Serve as the global escalation point for complex inquiries in collaboration with vendors and Global Medical Affairs.
- Act as subject matter expert for compliance topics including Pharmacovigilance, Regulatory Affairs, and Data Privacy.
- Support and optimize digital MI solutions (e.g., Veeva MedInquiry) and ensure data governance standards.
- Deliver product, system, and process trainings to internal teams and external partners.
- Ensure inspection readiness and adherence to SOPs, industry codes, and internal compliance standards.

Main Benefits

-  Bonus
-  Homeoffice
-  Employee mobile phone
-  Flexible working hours
-  Laptop
-  Initial and continuing education
-  Canteen
-  Good transport connection
-  Employee events

Your Contact

- Collaborate cross-functionally with Regulatory, PV, Legal, and Medical Affairs teams globally.

Your Qualifications And Experience

- Advanced degree in Life Sciences, Pharmacy, or Medicine
- 5+ years of experience in Medical Information, Medical Affairs, or a related function within the pharmaceutical industry.
- Strong scientific background with excellent analytical and medical writing skills.
- Experience working with global teams and external vendors.
- Familiarity with Veeva Medical Information systems (e.g., MedInquiry) is an advantage.
- Solid understanding of regulatory, pharmacovigilance, and data privacy requirements.
- Strong communication, presentation, and stakeholder management skills.
- High level of accuracy, attention to detail, and compliance mindset.

Our offer

- An open corporate culture with the opportunity to contribute your own ideas
- Working independently in a collegial and committed team
- Modern working environment with good public transport connections (U4 - Heiligenstadt)
- Flexible working hours (flexitime/time-out days), bonus scheme, additional benefits and employee events
- Structured onboarding and support through a buddy system
- Due to legal requirements, we are obliged to disclose the collective agreement minimum salary, which is EUR 45.080 gross per year, based on full-time employment. However, our actual remuneration packages are market-oriented and aligned with your qualifications and professional experience.

If you would like to work as a team player in an international environment and can identify with our values "Agile, Ambitious, Aligned, Accountable and Appreciative", then: Take this CHANCE and



Angelika Drabek
Manager Talent Acquisition

Further information on our website:

aop-health.com