Part-Time Physician Relations Specialist

Job Overview
Kansas Medical Clinic, PA is recruiting for a part-time physician relations specialist to help promote its two Kansas City area dermatology clinics, and Lawrence dermatology clinic. KMC is a rapidly expanding, multi-specialty firm based in Topeka. To learn more about the company, visit www.kmcpa.com.

The individual in this position assists the marketing director with referring clinic outreach and conferences. The ideal candidate has experience in pharmaceutical or other sales, with experience in visiting and maintaining relationships with Kansas City/Johnson County area primary care, dermatologists, plastic surgeons, and women’s specialty clinics. The position will require 15 to 20 hours per week, with the possibility of more as our clinics continue to grow. The position reports directly to the marketing director.

Major Duties
• Use reports and research tactics to identify potential referring clinics.
• Reach out to large/high-volume referring clinics to schedule visits/lunches with KMC providers.
• Work internally with providers/administrators to schedule visits.
• Track all outreach duties, calls, and mileage.
• Visit multiple clinics weekly to share information regarding our providers and practice.
• Coordinate one to four lunch/coffee visits per month at referring clinics including scheduling with clinic, ordering catering, working with internal admin to schedule physicians, staying for lunches to speak with clinic team members and providers, helping clean up as needed, and leaving behind collateral for referral coordinators
• Meet weekly with marketing director at Leawood location to share progress and brainstorm ideas from feedback in the field.

Preferred Qualifications
• Experience in pharmaceutical or medical industry sales.
• Existing relationships in Kansas City clinic community.
• Self-starter with discipline to work in a flexible, autonomous environment.
• Outgoing personality, and professional appearance with confidence to walk into clinics and introduce KMC to staff of all levels.
• Strong communication skills relaying information in a clear, concise manner.
• Computer experience in Excel and email.

Physical Demands
• Sitting and reliable transportation for clinic outreach.

Work Environment
• Work performed in an outpatient clinic setting
• Flexible work schedule with a high level of autonomy.

To apply, send your resume and cover letter as a word document or PDF outlining qualifications, experience and hourly pay requirement to slegg@kmcpa.com by March 6, 2015.