

R&D, Global Medical and Enabling Functions Compliance Intern

Location:	Boston, MA
Global Level:	<<xxx;To Be Completed by HR Central Liaison >>
Job Code:	<< xxx;To Be Completed by HR Central Liaison >>
Reports To:	Executive Director, R&D, Medical Compliance Lead
Date:	November 11, 2021

This is what you will do:

The R&D, Global Medical and Enabling Functions Compliance Intern (the “Intern”) will support the day-to-day responsibilities of the R&D, Global Medical and Enabling Functions Compliance team. The R&D, Global Medical and Enabling Functions Compliance team serve as the key Compliance business partners and strategists for R&D, Global Medical and all Corporate level functions. The Intern will play a key role in helping the team deliver on its 2022 objectives.

You will be responsible for:

- Supporting the development and maintenance of compliance policies, procedures, guidance, and training materials
- Gaining an understanding of Alexion’s Compliance Program, and supporting strategic Compliance initiatives across Alexion Rare Disease Business Unit
- Drafting and designing effective communications
- Project tracking and support

As a result of this work, the intern will learn about the biopharmaceutical industry, the laws and regulations governing the industry, and the elements of an effective life sciences compliance program.

You will need to have:

- Motivated to take initiative and work effectively in teams
- Excellent communication and organizational skills
- Ability to quickly adapt to new work and handle multiple priorities
- Effectively work in an extremely fast-paced, dynamic environment
- Work collaboratively on a diverse team
- Passion for innovation, learning and creativity
- Ability to maintain confidentiality of employee and company sensitive information
- Must be an active student and enrolled in an undergraduate or graduate degree program.
- The duties of this role are generally conducted in an office environment. As is typical of an office-based role, employees must be able, with or without an accommodation to: use a computer; engage in communications via phone,



video, and electronic messaging; engage in problem solving and non-linear thought, analysis, and dialogue; collaborate with others; maintain general availability during standard business hours.

We would prefer for you to have:

- Very strong written communications skills
- Course work in law, ethics, or public policy.
- Proficiency with MS Office software including : Word, Excel, Outlook, and PowerPoint