



## **Clinical Education & Training Specialist**

We are seeking an individual to support the continued growth of our clinical training programs to further our success in the ENT market. Reporting to the Director Clinical Development & Sales Execution the **Clinical Education and Training Specialist** is a dedicated individual responsible for coordination, organization and facilitation of physician education and employee training of Entellus product. The ideal candidate will have excellent organizational and communication skills necessary to work with physicians, allied health professionals and cross functional team members to accelerate the educational growth of this fast paced organization.

### **Essential Functions:**

- Organize clinical training for field personnel and internal staff
  - Organization, scheduling and coordination of training events
  - Provide collateral materials, product and on-site assistance at events
  - Maintain process for tracking and reporting education and training certifications
- Organize physician training and educational events with reference surgeons, field personnel and internal staff
  - Organize event planning and execution of events
  - Communicate on site personnel training needs (i.e., event proctors)
  - Develop and execute Statements of Work (SOW) for assisting surgeons, process SOW needs through procedure within organization
  - Create promotional materials in conjunction with Marketing Communications
  - Monitor and create demand planning for product needed for events
- Schedule and organize local and regional dissection labs & support event support requests
  - Facilitate, monitor regional budgets and manage grant requests
  - Collaborate with local Sales, Marketing & R&D to assess needed on site support
  - Collaborate with Sales to provide materials & product for display requests and work cross functional team members to provide appropriate product needed and demand planning for events
- Support Reference Surgeon (Key Opinion Leader) Initiative
  - Develop, monitor, and execute SOWs
  - Collaborate with organization & management of executed contracts
  - Facilitate payment requests upon executed events
  - Provide program developmental support as needed

### **Education, Experience and Other Skills:**

- BS degree in Business, Marketing, Nursing, Pharmacy, Science, Education/Training, or related field preferred
- 3+ years in the medical device or pharmaceutical industry. Physician education and/or employee training experience in the medical device industry preferred
- Excellent organizational verbal and communication skills
- Ability and passion to master anatomy, physiology, diseases, and clinical procedures as well as work periodically in a dissection lab environment
- Strong clinical acumen and willingness to learn about novel products and procedures

**Education, Experience and Other Skills Continued:**

- Willingness to be a "hands on" contributor in an entrepreneurial, start-up environment
  - Demonstrated ability to work effectively with all levels of an organization
  - Demonstrated ability to meet multiple deadlines and manage heavy workload.
  - Self-starter with demonstrated success working independently and on high performance teams
- Proficient knowledge of Microsoft package, particularly on Word, Excel and PowerPoint

**Mental and Physical Requirements:**

- Ability to handle and be trusted with confidential and/or sensitive information
- Ability to work in a fast-paced, constantly changing environment
- Ability to be flexible and to handle multiple projects in an organized, timely manner
- Ability to problem-solve, work under pressure, and to effectively manage stress
- Ability to travel approximately 20%, actual travel to be determined by business needs
- Able to work medical education events on weekends
- Proactive, team player, innovative thinker
- Personable, professional image
- Light lifting

Entellus offers a competitive compensation package which includes medical, dental and life insurance, short term disability, long term disability, flexible spending, 401(k) and PTO benefits. Interested candidates should send their resume with salary requirements to [Dkahl@entellusmedical.com](mailto:Dkahl@entellusmedical.com). No phone calls please.