

**QC Publications****The opportunity:**

As a Quality Checker, you will:

**Responsibilities:**

- Evaluate manuscripts, posters, slide decks, educational material, medical literature, etc., provided by clients for data accuracy
- Check documents (mentioned above) developed by medical writers for scientific data errors by checking the developed material against annotated references, CSRs, other source data
- Check for discrepancy within text, discrepancy between figures/tables, and between text and supplementary material, and make suggestions for improvements
- Identify missing sources in documents and gaps in scientific logic
- Check for grammar, syntax, style, and compliance with style guides, regulatory guidelines, and publishing requirements
- Be responsible for the quality of the documents/projects fact checked/QCed
- Ensure effective communication of QC/fact check findings with the client/medical writers
- Deliver QC reports to the stakeholders and identify quality trends
- Ensure timely delivery of documents
- Effectively and proactively communicate with team members, authors/faculty, clients, and vendors
- Attend workshops/seminars/Trainings to hone your skills and contribute to organizational objectives.

**Requirements (Desired skills & experiences):**

- Minimum 2 years of experience in the medical writing industry; fresher's with substantial knowledge of the publication landscape or clinical research are also eligible
- Master's degree in Research, or equivalent industry experience
- Ability to work efficiently and independently, multitask, and prioritize
- Excellent attention to detail and zero tolerance to errors
- Excellent written and oral communication skills
- Functional with MS Office
- Flexible and adaptable to changing project priorities and work assignments

**Job Location:**

Remote, anywhere in India



**Remuneration:**

500,000 - 800,000 per annum

**About us:**

Cactus Communications is a technology company accelerating scientific advancement. We collaborate with researchers, universities, publishers, academic societies, and life science organizations. We offer editorial, translation, education, and training solutions for researchers; strategic and tactical scientific content solutions to global life science organizations; AI-powered scholarly publishing solutions for journals and researchers; and solutions for science dissemination and engagement with peers, public, and policymakers for wider research outreach. We also incubate seed and early-stage startups that share our mission to solve global problems with science and technology solutions.

We have offices in London, Princeton, Singapore, Beijing, Shanghai, Tokyo, Seoul, Aarhus, and Mumbai; a global workforce of over 3,000 experts; and customers from over 190 countries.

**Know about our Culture:**

The CACTUS culture is the glue that binds us together as we work towards the same shared goal.

*We are "One CACTUS". You are a Cactizen regardless of where you work.  
We take pride in our diversity, respect each other, and call out bias whenever we see it. We focus on outcomes rather than formalities. Everyone is on first-name basis.*

*We are selective and hire only those who share our vision and values*

CACTUS has always been driven by its culture. It sets us apart and attracts people who want to maximize their potential at work and in life. It describes our unique work practices in three aspects: People & Life, Performance & Career, and Business & Leadership.

**Awards and Recognition:**

- Consistently ranked among the top 20 on the global list of the Top 100 Companies for TelecommuteJobs (Forbes.com) since 2016
- Recognized as one of Asia's 100 Most Admired Brands 2020 by White Page International (2020).
- Recipient of two bronze Stevie® Awards (Most Exemplary Employer and Most Valuable Corporate Response) at the 17th annual Stevie Awards for Women in Business (2020)
- Recognized as one of the Best Companies for Millennials by Times Ascent and Learning &



Organisation Development Roundtable (2019)

- Emerged as one of the top 10 companies determined as a safe workplace for women in India in a survey conducted by Rainmaker (2019)
- Ranked #1 among India's Great Mid-Size Workplaces by Great Place to Work® Institute

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