

Medical Writer/Medical Communications Specialist

We are seeking an experienced full-time Medical Writer/Medical Communications Specialist. This is a position for industry-experienced professionals who have at least 2 or more years of medical writing experience, preferably within the biotech or pharmaceutical industry. This role is a hands-on content development position.

PRINCIPAL RESPONSIBILITIES include:

- Working within the job specification, particularly with respect to time allocation
- Developing content for a variety of clinically-oriented products (slide kits, manuscripts, posters for pharmaceutical clients)
- Ensuring writing is of high scientific and literary standards and meets objectives
- Undertaking research in the therapeutic area to allow effective writing
- Incorporate editorial comments and solve queries to present a 'finished' final document
- Ensuring understanding and implementation of all company procedures and quality standards
- Engaging Key Opinion Leaders and clinical trial investigators who partner with the client to author publications

Types of work medical writers do include:

- Medical Education materials (Advisory Boards, Speaker Programs, Slide Decks, etc.)
- Abstracts and articles
- Manuscripts
- Multimedia projects
- Posters
- Speaker training materials
- Slide kits /Slide presentations
- Work for advisory board meetings (creating meeting agendas and slide presentations, speaker training program content, comprehensive post-meeting reports, etc.)

Desired traits:

- Strong verbal and written communication skills
- Knowledge of science or an aptitude for understanding it, including the ability to learn new therapeutic areas quickly
- Ability to write (medical writers must be able to write clearly at a level appropriate to the audience and the project)
- Deadline-oriented
- Attention to detail
- Accuracy, logical organization
- Clear thinking and writing

Requirements:

- RN, MS, RPh, PhD, MD, PharmD degree
- 2+ years of medical communications writing experience
- Ability to work remotely, with expected 10% travel time
- Strong ability in Microsoft Office (Word, Excel, Powerpoint)
- Experience with graphics software (ie, Adobe Illustrator or Photoshop) preferable, but not a requirement