

Join an award-winning, Houston-based, small business and use your scientific knowledge, attention to detail, and love of clear writing to help scientists and companies around the world successfully publish and get funding.

BioScience Writers is looking for several ambitious new full-time members of our management team. This position involves communicating with clients and editors and managing editing, writing, and translation projects, with opportunities to learn more about the international publishing and funding industries. Daily satisfaction comes from communicating with clients around the world, assessing their needs, coordinating project assignments with editing staff, and ensuring delivery of an on-time, top-quality product with an outstanding client experience. We offer opportunities to work independently and as part of a dedicated team, changing the way scientists handle their writing needs.

Company Profile: Based in Houston, Texas, **BioScience Writers (www.biosciencewriters.com)** has been an industry leader in scientific editing, writing, and instruction for the global research community since 2001. The staff at BioScience Writers helps academic, clinical, and corporate scientists around the world write high-impact manuscripts for publication in journals, grant proposals for funding, and other types of technical documents.

Special Knowledge, Skills, and Abilities Required:

- Strong interpersonal skills with a positive, can-do attitude.
- Excellent written and oral communication skills.
- Attentiveness to client service, with quick and amicable handling of client questions.
- Knowledge of scientific/medical terminology and basic sciences.
- Ability to work effectively on a team and work with multiple time-critical priorities.
- Basic knowledge of scientific publication and grant writing processes.
- Excellent time-management skills and an entrepreneurial spirit.
- Excellent organizational skills and attention to detail.
- Strong knowledge of PC-based computer systems, Microsoft Office products (Word, Excel, PowerPoint, and Outlook), Adobe products, and e-mail management.

Education Requirements: Graduate degree (M.D., Ph.D., D.V.M., etc.) in a scientific field (e.g. biology, engineering, chemistry) preferred for advanced position. Entry-level position requires B.S. or M.S. in a scientific or technical writing field and knowledge of scientific terminology.

Please submit a CV or resume, and a brief description of your technical writing experience skills and client relations experience to Jobs0515@biosciencewriters.com