

# Scientific Writer

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## Scientific Content Creation

- Produce consistent high quality scientific content
- Assist in providing scientific direction and strategy at the project level

## JOB DESCRIPTION

The Scientific Writer is responsible for developing scientific content for assigned projects and supporting the efforts of the Scientific Services department and account teams. The Scientific Writer works under the close supervision of senior scientific staff, and generally has less than 2 years of experience in the pharmaceutical industry or medical communications business. While a crucial member of the team, the Scientific Writer has limited interaction with clients and key thought leaders. Job requirements also are to believe in, live, and communicate our corporate Core Values (Commitment to Excellence, Building Strong Client Relationships, Being Proactive, Being Thoughtful of Others, Doing Whatever it Takes, Being Humbly Confidence, and Having and Being Fun).

## RESPONSIBILITIES

- Produce consistent high quality scientific/medical content for all assigned writing projects (including, among others, abstracts, posters, slides, manuscripts), under the direction of the senior scientific staff
- Effectively troubleshoot/address questions from clients/authors, under the direction of senior scientific staff
- Assist in providing direction and support to medical editors so they may complete the editorial review of assigned projects prior to release, under the direction of senior scientific staff
- Ensure accuracy of all written material and annotate data, references, and background scientific/medical information used to complete a project
- Perform literature searches and other research to complete assigned projects and support account teams
- Maintain up-to-date knowledge of and adhere to GPP2, PhRMA, FDA (including FDAAA), and OIG guidelines
- Any and all other job duties that may be assigned by JB Ashtin

## REQUIREMENTS

- Advanced science degree with some knowledge or experience in clinical services/medical writing
- Ability to gain knowledge of therapeutic areas, science, and products for all assigned accounts
- Ability to simultaneously manage numerous, complex projects with overlapping timeframes, deadlines
- Possess strong interpersonal communication, organizational, and problem-solving skills
- Ability to proactively plan, prioritize tasks, and manage time effectively
- Adherence to company standard processes and procedures
- Ability to use information and data effectively
- Proficient in Microsoft Word, PowerPoint, Excel, and Outlook
- Exhibit professionalism and thoughtfulness of others at all times
- Ability to work with confidential and sensitive corporate/client information
- Respond well under pressure, and able to demonstrate urgency and flexibility when needed
- Willingness to travel (some travel required)

**NOTE:** This job description describes the general nature and type of work to be performed by an employee in this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of a person in this position.