

## Job Description

The Senior Scientific Writer is responsible for developing scientific content for assigned projects and supporting the efforts of the Account Services department and account teams. The Senior Scientific Writer works under the supervision of senior scientific staff. Job requirements also are to believe in, live, and communicate our corporate Core Values



### Key Roles:

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

## Responsibilities

- Produces consistent high quality scientific/medical content for all assigned writing projects (i.e. abstracts, posters, slides, manuscripts, etc.) under the direction of senior scientific staff
- Effectively troubleshoots/addressed questions from clients/authors, under the direction of senior scientific staff
- Assists in providing direction and support to medical editors to assist them in completing the editorial review of assigned projects prior to release, under the direction of senior scientific staff
- Assists in the development of medical communications materials (i.e. agendas, learning objectives, frequently asked questions, etc.) to support the account as they prepare for a program (eg, advisory boards, focus groups)
- Ensures accuracy of all written material and annotates data, references, and background scientific/medical information used to complete a project
- Performs literature searches and other research to complete assigned projects and support account teams
- Maintains up-to-date knowledge of and adhere to GPP3, PhRMA, FDA (including FDAAA), and OIG guidelines
- Any and all other job duties that may be assigned by JB Ashtin

## Requirements

- Advanced health science degree (preferably doctorate-level) with 3 to 5 years' experience in medical communications/medical writing
- Demonstrate some 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
- Approximately 10% to 15% travel is required