

# Senior Scientific Writer

JB Ashtin partners with healthcare innovators to connect science, strategy, and heart—building trust, advancing ideas, and improving patient care. The Scientific Services team brings this mission to life by transforming disease information and scientific data into clear, credible, and compelling deliverables

## KEY ACCOUNTABILITIES

- Promote organic growth collaboratively with Client Services
- Support content direction and strategy at the account and project level
- Develop and review scientific content for quality
- Act as product/therapy area expert

As a scientific storyteller, the Senior Scientific Writer combines analytical precision with medical insight to translate complex scientific content into engaging narratives. Reporting to a Senior Scientific Director, this role contributes to strategic content development and ensures scientific accuracy across all deliverables.

The Senior Scientific Writer communicates with empathy and clarity while embodying JB Ashtin's core values of Excellence, Proactivity, Dedication, Respect, Humility, Thoughtfulness, and Fun.

## QUALIFICATIONS AND SKILLS

- Advanced life sciences degree (preferably doctorate level)
- 2 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 time frames and 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 toward 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 with overnight stays
- Sense of humor and a "team-first" mindset aligned with JB Ashtin's culture of kindness, creativity, and fun

## RESPONSIBILITIES

### PROMOTE ORGANIC GROWTH COLLABORATIVELY WITH CLIENT SERVICES

- Support strategic conversations that position the team as trusted scientific partners
- Partner as requested in business-development activities

### SUPPORT CONTENT DIRECTION AND STRATEGY AT THE ACCOUNT AND PROJECT LEVEL

- Demonstrate ownership and accountability for assigned deliverables and timelines
- Ensure clarity, accuracy, and consistency of deliverables, ensuring adherence to client and brand standards for tone, style, and messaging
- Assist in providing direction and support to medical editors to assist them in completing the editorial review of assigned projects before release, under the direction of senior scientific staff
- Support senior scientific staff in aligning content with scientific and strategic goals
- Hone your skills of providing clear direction to internal teams and freelancers on deliverable expectations
- Gain experience collaborating with freelancers as equal partners, offering feedback and recognition for their contributions

### DEVELOP AND REVIEW SCIENTIFIC CONTENT FOR QUALITY

- Produce consistent high-quality scientific/medical content for all assigned writing projects (ie, abstracts, posters, slides, manuscripts, etc) under the direction of senior scientific staff
- Review content with a critical eye for clarity and consistency
- Ensure accuracy of all written material and annotate data, references, and background scientific/medical information used to complete a project
- Provide direction and support to medical editors to assist them in completing the editorial review of assigned projects before release, under the direction of senior scientific staff
- Perform literature searches and other research to complete assigned projects and support account teams
- Maintains up-to-date knowledge of and adhere to all industry-specific guidelines (eg, GPP4, FDA, PhRMA, FDA, OIG)
- Perform any and all other job duties that may be assigned by JB Ashtin

### ACT AS PRODUCT/THERAPY AREA EXPERT

- Stay current on therapeutic area developments and share insights with the team
- Serve as a go-to resource for scientific questions and strategic input
- Represent scientific expertise confidently in client-facing discussions

*This job description outlines 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. JB Ashtin is an equal-opportunity employer. We celebrate each other's uniqueness and are committed to creating a welcoming environment for all employees.*



# Expectations at JB Ashtin

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At JB Ashtin, success means more than meeting responsibilities.

## **EVERY TEAM MEMBER IS EXPECTED TO:**

### **LIVE OUR VALUES**

Show dedication, respect, humility, and thoughtfulness in daily interactions. Actively listen, value differing perspectives, assume good intentions, and contribute to a positive culture by recognizing others' efforts and showing up fully in team interactions.

### **COMMUNICATE PROACTIVELY**

Share updates, raise issues early, and collaborate with solutions and optimism in mind. Communicate clearly and respectfully, build trust by being reliable, and avoid behaviors that undermine collaboration.

### **DELIVER RELIABLY AND WITH EXCELLENCE**

Be prepared, meet deadlines, and follow through on commitments. Build trust with colleagues by being proactive and dependable in team interactions and ensuring shared work moves forward smoothly. "First draft, best draft" applies to everything we do.

### **EMBRACE GROWTH AND BALANCE**

Stay curious about industry trends, seek opportunities to learn, and apply constructive feedback to strengthen your impact. Practice healthy work-life integration by managing time effectively, being transparent about capacity, and caring for your well-being while meeting the demands of agency life.

### **PRACTICE RESOURCE ACCOUNTABILITY**

Understand the anticipated billable hours assigned to you for each project. Monitor project hours and raise concerns early if it appears that work may exceed allocated time. To ensure thorough client and non-client reporting, track time to the best of your ability and enter it into your timesheet daily. Leverage technology to increase efficiency. Proactively ask for help or request additional work when needed.

### **DEMONSTRATE AN OWNERSHIP MINDSET**

Take responsibility for your work and commitments with integrity. Anticipate needs, identify solutions rather than wait for direction, and balance personal accountability with collaboration (we are a team). Recognize when to involve others, share ownership appropriately, and make decisions that support clients, patients, and company success.

