



Job Description

Medical Writer

*The AOIC, LLC (AOIC) **Medical Writer** is able to digest preclinical and clinical study information in order to effectively develop scientific content and ensure editorial quality for his/her/their assigned clients. He/She/They guarantees the material delivers a clear, concise, and accurate message to report study findings, meeting proceedings, and/or disease information. The Medical Writer is also expected to communicate well with clients and internal colleagues.*

Responsibilities

Scientific Content and Editorial Quality

- Conduct literature searches and analyze/interpret complex scientific data
- Develop scientific content in multiple formats (abstracts, posters, oral presentations, manuscripts, brochures, etc) in an accurate and timely manner
- Ensure consistent adherence to established AOIC processes and good publication practices
- Fact check and data check scientific content including that of other medical writers, editors, or freelancers

Team Collaboration

- Collaborate with investigators, authors, clients, and internal colleagues to achieve established goals and objectives by ensuring scientifically accurate and editorially sound content
- Keep organized in order to meet the demands of having multiple projects in development at once. Adherence to deadlines and ability to work collaboratively is critical
- Communicate well and clearly, in writing and verbally
- Maintain consistent adherence to operational processes within the group and work collaboratively with all internal operations team members to ensure projects are completed on time and within budget

Client Relationships

- Cultivate existing client relationships and provide insights for providing strategic medical direction
- Present medical/scientific communication strategies and publication plan tactics to existing clients



Job Description (cont)

Medical Writer

Qualifications

Desired Experience and Skills

- Proven data and content management success
- Excellent communication, presentation, and problem-solving skills
- Proficiency with MS Office software, EndNote, and Adobe Acrobat, as well as Internet browsers, Windows, and computer networks
- Prior medical writing experience within a medical/scientific communications agency is a plus
- Publication management experience (knowledge of ICMJE guidelines, CMPP certification, and familiarity with publication tracking software and literature databases), and/or CME/CE, webcast, and advisory board activity implementation is a plus

Education

- PhD, PharmD, or equivalent in a biomedical sciences or similar discipline
- Post-doctorial experience is a plus

Reporting Structure

- This position reports to the Senior Director, Scientific Content