



Job Description

Senior Medical Writer

The AOIC, LLC (AOIC) Senior Medical Writer is a results-oriented, integrative thinker who is responsible for leading and ensuring the scientific integrity and editorial quality of his/her assigned clients. He/She guarantees the material delivers a clear, concise, and accurate message to report study findings, meeting proceedings, and/or disease information.

Responsibilities

Scientific Integrity and Editorial Quality

- Develop scientific content in support of client projects in multiple formats (abstracts, posters, oral presentations, manuscripts, brochures, etc)
- Ensure consistent adherence to established AOIC processes and good publication practices
- Coordinate medical writing and external vendor activity to ensure content is developed within budget and meets the delivery timelines without sacrificing quality
- Conduct literature searches and analyze/interpret complex scientific data

Client Relationships and Strategic Development

- Create strategic scientific and medical communication plans for clients
- Identify and cultivate new client relationships and present communication strategies and tactics to clients

Team Collaboration

- Provide a leadership example within the organization
- Manage the content development including that of other medical writers, editors, or freelancers for assigned projects/clients
- Maintain consistent adherence to operational processes within the group and work collaboratively with all internal operations team to ensure projects are completed on time and within budget
- Assist the Vice President, Scientific Strategy and Services with client communications and other activities as needed

Qualifications

Desired Experience and Skills

- 4 years of experience as a medical writer, preferably within a medical/scientific communications agency
- Proven client and personnel management success
- 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 required
- Expert knowledge of select therapeutic areas and clinical study design
- Excellent communication, presentation, negotiation, and problem-solving skills
- Proficiency with MS Office software, EndNote, and Adobe Acrobat, as well as Internet browsers, Windows, and computer networks

Education

- PhD, PharmD, or equivalent in a biomedical sciences or similar discipline

Reporting Structure

- This position reports to the Vice President, Scientific Strategy and Services

Interested Candidates should email inquiries, along with his or her resume, to careers@aoic.net