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# Example of Freelance Writer Job Description

Our innovative and growing company is looking for a freelance writer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for freelance writer

* Provide additional editorial support to other members of the Sales, Marketing and Communications teams
* Be responsible for the writing of high-quality medical materials which are within budget and deadlines
* Materials to include slides, Detail aids, brochures, newsletters, posters, abstracts etc
* Lead medical related project elements, both internally and with clients
* Attend conferences, advisory boards etc and develop meaningful reports and newsletters
* Conduct searches of the published medical literature and other sources of medical, marketing, and drug development information as directed by our client
* Maintain publication plans for various international studies
* Lead publication related projects independently and lead the communication with the client and authors
* Be the scientific expert both internally and in discussion with the client in different therapy areas
* Be up-to-date with the industry trends (related to brands across multiple therapy areas) and contribute to strong analyses and strategy and ensure that the team contributes quality ideas and recommendations for new/expanded projects and proposals

## Qualifications for freelance writer

* Must be based in Minneapolis
* Must be based in or near Amsterdam
* Must be based in or near Berlin
* Must be based in or near Boston
* Acute knowledge of Boston’s food, bar, nightlife and summer events scenes
* Must be based in or near Denver