



Example of Medical Editor Job Description

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Our company is looking for a medical editor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for medical editor

- Managing clinical content projects
- Collaborating with other Medical Information Editors to ensure accuracy of clinical content
- Working cross-functionally with Product Innovation, R&D, Marketing, or other teams within the company to ensure clinical content integrity and optimal presentation for healthcare professionals
- Supporting pharmacy education through student preceptorship
- Collaborate with other departments to ensure an overall high level of quality regarding content, organization, clarity, accuracy, format, style, and consistency
- Identify copyrighted material that requires permission for reproduction
- Request PTO when needed and record in Time Off section of Workday
- Maintain goals in Performance section of Workday
- Complete all mandatory iLearn courses and compliance training for select clients
- Serve as lead editor on assigned brands and as backup for other editors as necessary

Qualifications for medical editor

- Publish projects on schedule and within budget
- Formal training or significant experience in evidence-based medicine, epidemiology and biostatistics, and the application of evidence to practice is a prerequisite for this position

- Knowledge of technical capabilities of Microsoft Office suite of software, Adobe Acrobat, PleaseReview, and document management systems applications required
- 3+ yrs related Document Processing experience with experience/focus on technical software troubleshooting
- 2+ years experience in medical education/communication/advertising, with demonstrated skill in writing and editing