



Example of Medical Editor Job Description

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Our company is searching for experienced candidates for the position of medical editor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for medical editor

- Attend all brand status meetings and any other relevant or required team meetings
- Participate in department night shift rotation 2-3 nights per month
- Perform cold reads (sense/spell/grammar reads without back up), initial edits (styling per AMA and/or client style, proofreading of references, proofreading approved ISI, checking that the piece meets FDA reqs, etc), and fact-checking (annotations of claims vs references), and correction checks/slugs of materials
- Work closely and professionally with account executives, copywriters, art directors, and other team members to ensure that materials are of the highest quality in terms of accuracy, utility, clarity, readability, and appeal
- Work proactively with project management to communicate any issues on projects and brainstorm solutions
- Regularly review project timelines and hotsheets to ensure ED steps are included and anticipate and communicate any potential editorial conflicts or issues that might impact timing
- Create and maintain comprehensive style guide for each assigned brand
- Assist fellow editors with their brands by reviewing any overflow work when possible
- Model core values of Courage, Curiosity, Generosity, and Grit
- Participate in department trainings and new initiatives

Qualifications for medical editor

- 2+ years experience as editor in medical education/communications/advertising, with demonstrated writing skill
- Superior English grammar skills required
- Bachelor degree in a health sciences related field preferred
- Bachelor Degree or higher in English, journalism, or related degree
- High level of organizational skills with documents, database management, files, spreadsheets, and email
- Relevant editing or writing experience in any field (2-3 yrs) or a 4-year degree in a discipline that provides significant writing skills/experience