



# Example of Medical Editor Job Description

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Our innovative and growing company is hiring for a medical editor. 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 medical editor

- If you fit these qualifications and are interested in learning more, please click the "Apply" button and attach an updated copy of your resume
- Become proficient in AMA style and FDA guidance
- Review original and all revisions to concepts, copy, layouts, final art, and printer proofs
- Edit for grammar, spelling, punctuation, structure, style, tone, etc
- Data/content verification and reference check
- Research/comprehend appropriate subject matter to gain understanding of medical material to enhance editing of technical content
- Write, update, and distribute individual brand style guides
- Serve as backup for other editors
- Take initiative/expand role within agency (eg, create projects and learning opportunities)
- Develops and writes study summaries and reports, presentations, abstracts, posters, and manuscripts for submission to clients, major medical conferences and peer-reviewed journals

## Qualifications for medical editor

- Ability to efficiently problem solve, work independently, and manage concurrent projects
- Exceptional interpersonal, teamwork, and verbal and written communication

- Bachelor's degree in web communications, journalism communications or English
- At least 5 years of full-time web writing experience
- Excellent analytical, project management, writing, and editing skills