



ASSOCIATE MEDICAL EDITOR

AdMed is currently seeking an Associate Medical Editor in our (New Hope/Philadelphia) office.



POSITION SUMMARY

AdMed is seeking an Associate Medical Editor to make sure our medical training content is the best it can be! Medical editors are key components of our content development process. Responsibilities include accuracy, organization, formatting, style, and consistency.



JOB REQUIREMENTS

The following requirements are representative of the knowledge, skill, and/or ability required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of 2 to 5 years of experience editing and proofreading medically related materials
- Ability to accurately review complex materials, including texts, graphics, audio, and videos with excellent attention to detail
- Strong knowledge of AMA style
- Ability to work in a fast-paced, deadline-oriented environment; good organizational, multitasking, and prioritizing skills
- Excellent team player
- Strong verbal and written communication skills
- Proficiency with MS Office Suite and Adobe Acrobat
- A passion for simplifying complex science for the broader public



BENEFICIAL SKILLS

- Background in science, medicine, or pharmaceuticals
- Instructional design and/or experience writing training materials is a big plus
- Experience with copyright permissions



JOB RESPONSIBILITIES

- Editing and proofreading pharmaceutical and biotech training and sales materials; compliance with AMA guidelines and client standards
- Writing and revising alternate copy
- Working closely with Content, Production, and Account Management teams
- Reviewing original and all revisions to materials to ensure all comments are addressed
- Managing multiple projects at a time and allocating time according to job priority



EDUCATION REQUIREMENTS

- Bachelor's degree in English or a related field

If you're interested in this position, let us know. We'd love to meet you!
Please send your resume and cover letter to jobs@admedinc.com