



## **Position Description: Medical Writer/Medical Communications Specialist**

### **About Xelay Acumen**

Xelay Acumen, Inc is a boutique strategy and management consulting firm serving primarily biotechnology, pharmaceutical, and health care provider clients.

Our consulting engagements focus exclusively on high value-add for our clients most critically important issues and challenges.

### **Role**

We are seeking an experienced full-time Medical Writer/Medical Communications Specialist. This is a position for industry-experienced professionals who have at least 2 or more years of medical writing experience, preferably within the biotech or pharmaceutical industry. This role is a hand's-on content development position.

### **Responsibilities**

- Working within the position specification, particularly with respect to time allocation
- Developing content for a variety of clinically-oriented products (slide kits, manuscripts, posters for pharmaceutical clients)
- Ensuring writing is of high scientific and literary standards and meets objectives
- Undertaking research in the therapeutic area to allow effective writing
- Incorporate editorial comments and solve queries to present a 'finished' final document
- Ensuring understanding and implementation of all company procedures and quality standards
- Engaging Key Opinion Leaders and clinical trial investigators who partner with the client to author publications
- Work includes
  - Medical Education materials (Advisory Boards, Speaker Programs, Slide Decks, etc.)
  - Abstracts and articles
  - Manuscripts
  - Multimedia projects
  - Posters
  - Speaker training materials
  - Slide kits /Slide presentations
  - Work for advisory board meetings (creating meeting agendas and slide presentations, speaker training program content, comprehensive post-meeting reports, etc.)

**Desired Qualifications:**

- Strong verbal and written communication skills
- Knowledge of science or an aptitude for understanding it, including the ability to learn new therapeutic areas quickly
- Ability to write (medical writers must be able to write clearly at a level appropriate to the audience and the project)
- Deadline-oriented
- Attention to detail
- Accuracy, logical organization
- Clear thinking and writing

**Requirements:**

- RN, MS, RPh, PhD, MD, PharmD degree
- 2+ years of medical communications writing experience
- Ability to work remotely
- Strong ability in Microsoft Office (Word, Excel, PowerPoint)
- Experience with graphics software (ie, Adobe Illustrator or Photoshop) preferable, but not a requirement

Interested parties should apply via

<https://www.surveymonkey.com/r/XelayAcumenJobs>

(All materials are required to be in English)