



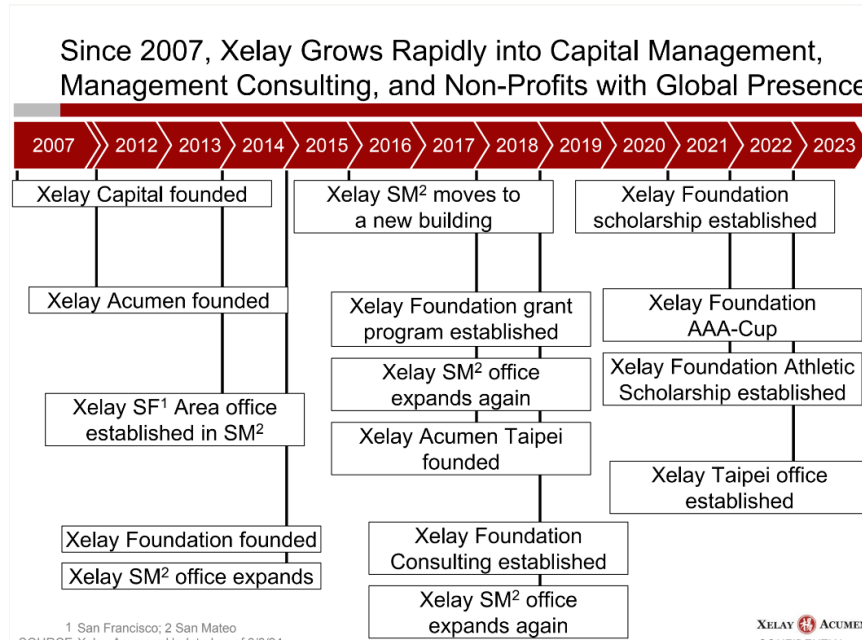
Position Description: Medical Writer/Medical Communications Specialist

About Xelay Acumen

Xelay Acumen Taipei, Inc. is a strategy and management consulting firm serving biotechnology, pharmaceutical, and healthcare provider clients. Our engagements focus exclusively on high value-add for our clients’ most critically important issues and challenges. Xelay Acumen strives to be the leading healthcare strategy and management consulting firm focused on enabling distinctive success for innovative products that matter. We deliver extraordinary results for our healthcare clients by attracting and developing talented high potential team members.

At Xelay Acumen, our people are excited to help clients address their most pressing issues and challenges. We leverage the flexibility and expertise of our organization and virtual network and bring to bear an unparalleled combination of skill sets: strategic problem-solving, rigorous analyses and methodologies, and clear and concise communications to bring about uniquely extraordinary results.

Xelay Acumen was first started in 2007 with a private investment fund (Xelay Capital) serving non-profit institutions. Xelay Acumen Group has rapidly established itself as a leading consulting firm in the pharmaceutical and biotech sectors since 2012. Headquartered in the San Francisco Bay Area, the firm also established an Asia Pacific office in Taipei in 2018. Xelay Foundation, our non-profit foundation, was founded in 2015 and grants over \$200,000 annually to local community organizations and global research institutions:



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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 1 or more years of medical writing experience, preferably within the biotech or pharmaceutical industry. This role is a hands-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
- 1+ years of medical communications writing experience
- In office
- 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)