**Job Description:**

The roles and responsibilities of the Scientific Editor include the following:

* Ensuring the highest quality and timely delivery for all projects assigned
* Executing the best practices in projects in terms of processes, communication (internal and external), project management, documentation, and technical requirements
* Performing QC/proofreading of literature review, abstracts, and other deliverables to meet customers’ expectations
* Ensuring to receive feedback from customers and assisting in the implementation of customer management tactics
* Maintaining records for all assigned projects, including archiving
* Adhering to compliance procedures and internal/operational risk controls in accordance with any and all applicable regulatory standards, requirements, and policies

Desired Skills and Experience:

* Education—any graduate
* Experience—1-3 years of relevant experience
* Good subject area knowledge and the curiosity to delve deeper into existing and upcoming medical and scientific concepts
* Excellent command of English, including grammar and spelling
* Well versed in different styles of writing (active and passive voices, marketing/scientific content, etc.)
* Understanding the nuances of creative writing
* Ability to operate comfortably in a multitask/multi-priority environment
* Should be a self-starter and capable of operating on minimal management oversight
* Ability to work under pressure to meet agreed deadlines
* Passion, energy, and enthusiasm to drive results
* Liaison with analysts and SMEs on editorial value additions