

Porterhouse Medical Group

Porterhouse Medical Group is a scientific and medical communications network with a reputation for excellence. We work with some of the biggest pharmaceutical companies in the world, helping them to connect with a global audience of healthcare professionals and patients. We have seen continued growth over the past 18 years and recently secured new business wins on both a national and a global level. In 2016, Porterhouse Medical received the Queen's Award for Enterprise (the UK's highest accolade for outstanding achievement in business) in the International Trade category, and in 2019 we were delighted to achieve Investors in People accreditation at the Gold level, which is a world-recognised standard that reflects the very best in people management excellence.

Our employees include editors, medical writers, account managers and designers, who work together on a variety of projects to ensure they are completed to the highest standard for our clients. We demand excellence from our staff but also foster a relaxed, friendly and supportive working environment, where teamwork is an everyday occurrence.

Editor (UK Office) – Job Description

As an Editor, your key responsibilities will include:

- Editing and proofreading a wide variety of documents, from Word copy and manuscripts to PowerPoint slides and meeting materials, across several therapy areas
- Editing documents for style/specification, accuracy, consistency and grammar, following the house style or another style as indicated (e.g. journal submission guidelines)
- Checking final proofs (both digital and print) for quality and accuracy prior to production
- Being able to follow a brief, and liaising with the client services and scientific services teams to prioritise workload
- Taking on data checking and/or referencing jobs when required
- Assisting in the training of junior editors and writers, and acting as a reference point for all matters of grammar, language, style and formatting
- Assisting in the development and implementation of processes to optimise efficiency and accuracy
- Liaising with freelance editors when required, to ensure they adhere to company standards
- Delivering projects in accordance with budgeted hours and agreed deadlines
- Attending project team/production meetings as appropriate

SCIENCE  INSIGHT  CREATIVITY  IMPACT


Desired Background and Skills

We are looking for the very best life sciences graduates in order to maintain our reputation as a first-class medical communications agency delivering scientific programmes of the highest quality. Specifically, we are looking for individuals with the following skills, attributes and qualifications:

- A bachelor's degree (2:1 or higher) in a life science (biological sciences, biomedical sciences or biochemistry, or a closely related subject) and a strong academic record; appropriate postgraduate qualifications will add to the strength of the application
- Outstanding English language skills and meticulous attention to detail
- Excellent copy editing and proofreading skills, and at least 1–2 years' experience in a medical communications agency or medical/pharmaceutical publishing
- The ability to pick up and understand new information rapidly, and to work well both in a team and alone
- Excellent project/time management and organisational skills combined with the ability to work on multiple projects and deliver to tight deadlines
- Good working knowledge of Microsoft Office (Word, PowerPoint and Excel) and Adobe Acrobat
- Knowledge of print/production procedures
- A strong work ethic and a solution-focused 'can do' attitude combined with intellectual curiosity and creativity
- A passion for medical communications and education

Applications

To apply, please send your CV and a covering letter to careers@porterhousemedical.com for the attention of Jan Coetzee (Talent Manager). We do not accept unsolicited CVs from recruiters or employment agencies.

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