

## The Porterhouse Medical Group

The Porterhouse Medical Group is a global insights and healthcare communications network with a reputation for excellence. We work with some of the largest pharmaceutical companies in the world, helping them to connect with a global audience of healthcare professionals and patients, with a focus on improving people's lives.

Our growing, expert team is the perfect blend of science and creativity. We have editors, strategists, medical writers, client services managers and designers, who all work closely together on a variety of projects to ensure they are completed to the highest standard for our clients.

We foster a friendly and inclusive working environment, where teamwork is an everyday occurrence. We are proud of our Investors in People accreditation at the Gold level, which is a globally recognised standard that reflects the very best in people management excellence. We also strive to have a positive social and environmental impact; we have many charity initiatives and were awarded the ISO 14001 for environmental management in 2021.

Our core values, which form our Porterhouse PATH (Passion, Ambition, Togetherness and Humour), are built into our daily working lives and contribute to our culture and strong relationships.

### Senior Editor (UK office/remote) – Job description

As a Senior 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
- Checking data and marking up references when required
- Liaising with fellow editors and with the Client Services and Scientific Services teams to prioritise workload
- Acting as a reference point for all matters of grammar, language, style and formatting

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4 Windsor Square, Silver St, Reading RG1 2TH, UK | +44 118 913 9100  
info@porterhousemedical.com | www.porterhousemedical.com  
Registered in England and Wales 04547209 | VAT registration number 800500302

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- Assisting in the development and implementation of processes to optimise efficiency and accuracy
- Delivering projects in accordance with budgeted hours and agreed deadlines
- Attending project team/production meetings as appropriate

### Desired background and skills

We are looking for the very best life sciences or English degree 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:

- Outstanding copy editing and proofreading skills, and at least 3 years' experience in an Editor / Senior Editor role in a medical communications agency or in medical/pharmaceutical publishing
- Excellent project/time management and organisational skills combined with the ability to work on multiple projects and deliver to tight deadlines
- Excellent communication and collaboration skills; the ability to work well both in a team and individually, and to adapt and respond rapidly to changing situations
- Ability to challenge content to ensure excellence of outputs in terms of accuracy, interpretation, visual impact and adherence to industry regulations
- Thorough working knowledge of Microsoft Office (Word, PowerPoint and Excel), Adobe Acrobat, EndNote and relevant content management systems (e.g. Veeva Vault PromoMats)
- Familiarity with 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](mailto: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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