

| 1.POSITION DESCRIPTION | |
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| Job Title: | MEDICAL CONTENT WRITER |
| Department: | PSM |
| Reports To: | |
| About Guires: | Guires Solutions Pvt Ltd. Is a Global Research & Development based KPO company. The company has now diversified and extended its reach into several domains. The company has experienced a remarkable growth. Services would include industry and market research, data analytics, branding and marketing. Flexible and cost –effective solutions are provided with maximum impact. |
| Job Purpose: | To write the medical content. |
| Work Schedule: | Full Time (Flexible Timings), Monday – Saturday (except second Saturday) |
| Required Qualification: | M.B.A., Healthcare Management / or M.Sc., Life Science in relevant subject matter /domain expertise |
| Required Experience: | 2 years |
| Required Knowledge/Skills: | <ul style="list-style-type: none"> • Knowledge in Medical Devices, Pharmaceutical, Food & Life Science • Both Male & Female candidates preferable • Excellent communication with interpersonal skills • Excellent in writing skills |
| Job Description: | <ul style="list-style-type: none"> • Understanding and undertaking research on the topic given and creating the conceptual framework. • Work closely with the study team and ensure that results in the documents accurately reflect the client’s requirement. • Work closely with the study team to reach the consensus on timelines for deliverables. • Complete documents according to agreed-upon timelines and follows up with study team to ensure SOP and regulatory compliances. • Align with the study team to meet the project-related goals. • Rewrite the content if the content fails to fulfil the requirement of the client. • Rephrasing and proofreading the documents if required. • Assisting other academic writing tasks. • Thorough knowledge of clinical research concept, practices and medical writing standards. • Ability to work independently with minimal supervision, do multi-tasks and work effectively under pressure. • Should possess project management, interpersonal and active listening skills. |

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| | <ul style="list-style-type: none">• Should maintain productive and professional working relationship with the team members.• Knowledge in Medical Devices, Pharmaceutical, Food & Life Science• Plan, schedule and manage project deliverables• Working on client requirements – on-time delivery and quality• Read content and correct for errors in spelling, punctuation, and grammar• Rewrite copy to make it easier for readers to understand |
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