

## JOB DESCRIPTION

### PUBLICATIONS COORDINATOR

#### Job Purpose

---

To coordinate writing, review and submission of scientific manuscripts

#### Scope

---

Job will cover all scientific manuscripts (including, but not limited to, abstracts for scientific meetings and full articles for publication in scientific journals). The Publications Coordinator will have considerable direct contact with the client.

#### Key Responsibilities

---

- Establishment of detailed publication plans, based on product marketing strategy
- Identification of appropriate resources for generation of documents
- Review of document drafts to ensure quality standards are met
- Coordinate review/endorsement of documents by appropriate persons prior to submission
- Ensure follow-up of submissions up to publication

#### Qualifications

---

- Post-graduate degree (MSc, PhD, MD) in medicine, pharmacy, or a scientific field
- Fluent in English with an excellent written proficiency in the language
- Computer literacy (Word, PowerPoint)
- Good team player and flexible
- Good organizational skills
- Project management, editorial or writing experience in the pharmaceutical industry would be an asset