Scientific Communications Specialist

(SCIENTIFIC DEPARTMENT)

MEDSIR is a private company founded by scientific experts in Barcelona, Spain in 2012. We are dedicated to the design and management of strategic clinical trials in oncology, from study conception to the publication of study results. Together, we create the best strategies that are both clinically relevant and scientifically meaningful. We strive to improve our knowledge of this complex disease and the vast array of available treatments in a fast-innovative way.

In these 9 years, this company has a successful track record of growth. With a young staff of approximately 50 people, MEDSIR has positioned itself as one of the most innovative companies in its sector, creating a business model that clearly differentiates it from its competitors. With a very solid capital structure and the support of relevant investors, the company is looking ahead towards international expansion, with the aim of solidifying itself as a world leader in the field of Oncology Research.

We are looking for a **Scientific Communication Specialist,** in our **Scientific Division**. Reporting to the Manager of the Scientific Communications department. The position's main objective will be to fully support international MEDSIR-sponsored clinical trials and scientific projects by developing and overseeing clinical documents, scientific communications, and publications. We offer a professional career development within a growing company.

Specific Responsibilities

- Provide medical writing expertise in preparing, reviewing, and editing of clinical documents such as protocol synopsis, protocols, clinical study reports, DSUR, etc.
- Coordinate and/or prepare abstracts, posters, manuscripts, etc. for publication within strict deadlines and reviewing and amending work in response to editor feedback.
- Provide medical writing expertise in preparing, reviewing, and editing material for company marketing activities.
- Coordinate quality assurance reviews of documents to identify inconsistencies or deficiencies.
- Review, interpret, and integrate data from different sources to develop results reports, presentations, and publications.
- Develop company publication activities in compliance with industry guidelines and publication requirements.
- Participate in team meetings, Data Monitoring Committee, and Steering Committee or any other project meetings, as required.
- Attending meetings or taking part in conference calls with clients, scientists or internal teams to support the project and/or plan the content of a document or publication.
- Learn and maintain the knowledge of relevant therapeutic areas in order to apply the knowledge to various projects.
- Conducting reference searches and create and maintain the clinical bibliography files of the different projects.
- Collaborate with colleagues across MEDSIR organization, to develop scientific projects

Requirements and personal skills

- Degree in Life Science or Health-related field (PhD is highly valued)
- Good understanding of common statistical methods used in clinical trials.
- Fluent English.
- At least 3 years in similar position as medical writer in the pharmaceutical industry or equivalent environment.
- Strong working knowledge of MS Word and Excel softwares as well as Reference Management softwares (EndNote, Medeley, Zotero).
- Experience with automated documents templates and AMA style guides.
- Knowledge of EMA and FDA regulations, GCPs and ICH guidelines and familiarity working according to GCP Standard Operating Procedures.
- Previous experience in oncology.

Personal skills:

- Excellent written and oral communication skills.
- Ability to establish and maintain effective relationships and partnerships with key stakeholders.
- Strong interest in science; ability to think logically and understand complex ideas and data.
- Ability to work under pressure to deadline.
- Resilience, determination, flexibility, persistence, and motivation.
- Strong analytical and problem-solving attitude in response to time demands and unexpected events, as working tasks by objectives.
- Excellent organizational skills with demonstrated ability to work well in a deadline-driven environment.
- Travel as needed.

Benefits/what we can offer:

- Growing together: We are an early-stage company with a multidisciplinary team. We offer the opportunity to grow together with the company.
- Work with world-renowned clinicians and scientists on publications and papers.
- Flexible work-life balance: we are focused on performance and everybody has different ways to achieve it. We make our best so that our colleagues feel comfortable in their work environment.
- Equal Employment Opportunity: We proudly pursue a diverse workforce and we don't make any hiring or employment decisions that could be discriminatory in any way.
- Workplace: Torre Glòries. Planta 27 in Barcelona, 360º beautiful views of the city and Mediterranean Sea.
- We work with MacBook computer (Apple).
- Flexible office.

Industry

Biotechnology, Pharmaceuticals, Research

Employment Type: Full-time.

Flexible time schedule, and with the opportunity to work homebased some days of the week.

Company location: Torre Glòries. Planta 27. Barcelona.