

## **Porterhouse Medical Ltd**

Porterhouse Medical Ltd is a specialist medical and scientific communications agency working with some of the biggest pharmaceutical companies in the world, helping them to connect with a global audience of healthcare professionals and increasingly knowledgeable patients. The company has seen continued growth over the past decade and has recently secured new business wins on both a global and national level. This success has culminated in Porterhouse Medical being recognised with the Queen's Award for Enterprise 2016 – the UK's highest accolade for outstanding achievement in business.

### **Editorial Assistant – Job Description**

As an editorial assistant, your key responsibilities will include:

- Providing administrative support to the in-house editorial team of medical writers and editors
- Sourcing reference materials and copyright permissions
- Creating and maintaining libraries of scientific and medical reference material
- Preparing materials for client compliance processes, e.g. checking that materials are fully and accurately referenced, marking up reference materials, uploading content and references onto client approval systems, and managing comments
- Formatting documents in Word and PowerPoint in line with house style and client style where necessary
- Maintaining personal proficiency in reference management software, client approval systems and internal editorial processes
- Being able to follow guidance and take on board constructive feedback
- Liaising with other internal departments and external service providers to ensure delivery of projects in line with established quality standards.

### **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 and qualifications:

- A Bachelor's degree (2:1 or higher), ideally in a life science (biological sciences, biomedical sciences, biochemistry, or a closely-related subject)
- Exceptional attention to detail and organisational skills
- A strong work ethic and a solution-focused 'can do' attitude combined with intellectual curiosity and creativity
- A passion for medical communications and education
- The ability to work effectively in teams in a fast-paced, dynamic and creative environment.

### **Applications**

To apply, please send your CV and a covering letter to [careers@porterhouse.biz](mailto:careers@porterhouse.biz) for the attention of Rob Pilbrow (Group Director, Editorial Services)