

We are a successful **medical communications agency** with offices in Switzerland and the UK. We have over 20 years' experience in providing a complete range of medical writing, event management and strategic and marketing services to the pharmaceutical industry. We are looking for a talented and ambitious

Editorial Assistant

to join our team in **Cheadle, Manchester, UK**.

This is a fantastic opportunity to join a forward-thinking independent company with a culture that encourages and rewards initiative-taking, resourcefulness, and enterprise. Our company ethos is driven by **quality and trust**, all our team members are highly valued and have an active role within the company.



RESPONSIBILITIES & OBJECTIVES

- Editing, proofing and formatting of a range of materials, such as publications, abstracts, posters, reports and slide decks, including checking and aligning with client requirements
- Assisting in data checking of materials
- Supporting with tracking the review approval of materials
- Submission of congress abstracts and publications, including gathering required author information
- Preparing dummy abstract/journal submissions and journal submission packages
- Providing project management support, such as tracking project progress and coordinating the production of scientific materials
- Liaising with external contacts and suppliers to facilitate the timely delivery of projects



YOUR PROFILE

- University science degree, or strong interest in sciences, preferably with previous editing or publishing experience, ideally within a medical communications agency
- Proactive personality with excellent customer service and communication skills
- Proven ability to work independently
- Solution-oriented with high level of accuracy and attention to detail
- Excellent English skills, both written and spoken
- Proficient command of Microsoft Office programs (Word, Excel, Outlook, PowerPoint)



BENEFITS

- Open, supportive and dynamic environment
- Hybrid work place and flexible working time
- 30 days holiday
- Excellent opportunities for training, personal development and career progression
- Competitive remuneration package and performance-based bonus
- Childcare support for families with small children

If you are passionate about science and healthcare and are searching for a role where you can make a difference, then please send your CV and covering letter to Sandra Metzger, Human Resources Manager, at HumanResources@nspm.com. Applicants looking for a part-time position will be considered.

UK: nspm UK Ltd, Abney Hall, Manchester Road, Cheadle, Stockport, SK8 2PD, UK
Switzerland: nspm Ltd, Luzernerstrasse 36, 6045 Meggen, Switzerland

www.nspm.com