



May 2021

We are looking for...editor/proofreader

Could it be you?

- You're looking for an opportunity to be part of a fast-paced, growing and diverse healthcare agency
- You have a minimum of 2 years' experience as an editor or proofreader
- You have a sharp eye for detail and an expert knowledge of the English language – nothing gets past you and you can confidently address internal and client queries on grammar and punctuation
- You are passionate about creating high-quality, succinct and engaging work that is appropriate for the target audience, and maintaining our high standards at every stage of a project
- You're a quick learner who can immerse themselves in the industry guidelines and MJL and client-specific styles, and take ownership of updating and implementing the style guides
- You're an efficient multi-tasker, able to juggle, prioritise and adapt to the needs and deadlines of multiple projects, quickly communicating with relevant teams should timing conflicts arise
- You're a hard-working team player – you care more about team rather than individual success
- You thrive on variety and new challenges – whether writing for the MJL blog, integrating client amends, assisting with referencing and Veeva uploads or showcasing another skill, there is the opportunity for you to shape this role and broaden your responsibilities

Responsibilities

Day-to-day you'll be responsible for the quality checking of scientifically accurate, differentiating and engaging materials across a variety of therapy areas and communication channels for a variety of audiences. This includes promotional and educational copy for healthcare professionals, disease awareness and educational copy for patients, internal communications (for reps, brand managers and sales managers), and products such as detail aids, leavepieces, emails, websites, apps, videos, animations, social media activities and banner ads.

As part of the copy team, you'll be responsible for the quality and accuracy of copy leaving the agency. This will entail the thorough and efficient proofreading and editing of copy and layouts, correcting spelling mistakes and grammar errors, and ensuring consistency within and across materials for each brand. You'll need to be organised and flexible to ensure high standards are maintained and deadlines met in a dynamic environment. You'll need to be a good communicator to ensure your mark-ups are clearly understood, to involve other members of the team where appropriate and to be the go-to for editorial queries from colleagues.

You may also be uploading and referencing copy on Veeva, integrating client amends, searching for literature or insight mining, or researching and writing articles for the MJL blog, depending on your experience and interests.

The package and benefits include:

- Competitive salary
- 25 days' holiday
- Corporate pension contribution of 3% from probation period completion (3 months)
- Eligible for bonus from 12 months
- Personal private healthcare after 2 years
- Early finish on Summer Fridays
- Flexible home and office-based working
- Support for your professional development

About MJL advertising

An independent and friendly healthcare creative branding and communications agency in Hitchin, Hertfordshire, UK, with a combination of office-based and remote working.

What we are known for

- **Brilliant client service** – we love our clients and our clients love us, and that's why we have some of the longest and strongest relationships in the industry
- **Strategic thinking** – we take a holistic view to problem solving and pride ourselves on our strategic thinking
- **Great creative that's pragmatic and effective** – we don't believe in being creative for creative's sake; we win awards because our creative thinking changes behaviours
- **Strong scientific and promotional writing ability** – from advertising campaigns to educational programmes, we are versatile and succinct at getting the point across
- **Our people** – we employ great, fun loving people who dedicate their energy, time and enthusiasm to this agency, and we are looking to find more

Who we work with

Pharmaceutical (95%) and agricultural sector (5%)

- Clients include: Dermal, Grünenthal, GW Pharma, Kyowa Kirin, Menarini, Norgine, Photocure, Roche, Sunovion, Tillotts
- Disease areas include: oncology, pain, rare disease, colonoscopy, iron deficiency, multiple sclerosis (including cannabinoids), schizophrenia, bipolar disorder, antibiotics, GI health, dermatology, gastroenterology

Our commitment as an employer

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. We are committed to ensuring that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. Our commitment includes:

- To create an environment in which individual differences and the contributions of our staff are recognised and valued
- Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated
- Training, development and progression opportunities are available to all staff

To find out more, get in touch at newjob@mjl.co.uk