

Weber Shandwick Hong Kong

Editorial Assistant, Healthcare Practice

- The editorial assistant supports a group of medical writers in the delivery of numerous English editorial and event-related projects. This involves project status tracking, project management and coordination, liaison with vendors in the production of editorial projects, and various associated administrative tasks to ensure the editorial process runs efficiently.
- The editorial assistant will also be required to work with editorial content and scientific publications for the development of reference materials for submission to our clients for approval. Some comfort working with scientific (medical) content is an advantage, as is a good command of English.
- The editorial assistant would be responsible for maintaining and updating the status tracking database in a weekly team meetings.
- The editorial assistant will have opportunities to grow into other functions in our team, whether on the editorial or client service side of our business.
- The editorial assistant should have a good/excellent command of English, strong project management skills, and a high attention to detail. He/she should be meticulous in the accuracy of their work output and familiar with Microsoft Office programs (eg, Word, Excel, PowerPoint, Access). Some demonstrated interest in biological science/medicine/healthcare is an advantage.
- This is a position for a motivated team player looking to start a career with an international leader in communications.

Please submit applications to Robert Broad via email to rbroad@webershandwick.com. Applications should include a cover letter explaining the suitability of the candidate for the role, and a resume as appropriate. Candidates will be required to participate in a number of interviews and complete a written test in the recruitment process.