

## Imedex, LLC.

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Imedex LLC, provides a global, fully integrated and accredited platform for independent medical education. Based in Alpharetta, Georgia (a suburb north of Atlanta), Imedex is an industry leader in providing worldwide multi-accredited continuing medical education (CME) services. A fully resourced medical department as well as in-house business development, project management, marketing, graphic and web-design services enable us to provide a full range of high quality services to our clients. Our customers consistently rate our programs as excellent in terms of scientific quality, fairness, execution, and educational value.

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### MEDICAL WRITER

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<b>PURPOSE:</b>	An enthusiastic individual with a strong background in medical writing, medical editing, and life science is needed to join the Imedex Medical Affairs team to assist in the development of medical education activities and content for these activities, and in the compilation and organization of outcomes measurement data.
<b>SUPERVISOR:</b>	VP, Medical Affairs & Compliance
<b>PRIMARY QUALITY:</b>	Excellent oral and written communication skills, detail oriented, ability to multitask, dependable, accurate and fast typist, computer literate, and meets deadlines
<b>DELEGATES:</b>	None
<b>FLSA STATUS:</b>	Exempt

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### JOB DESCRIPTION & RESPONSIBILITIES

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#### 1. SUPPORT OF IMEDEX PROJECTS

- 1.1 Assist Managers, Medical Affairs in the development of medical education activities for live and Internet-based activities. This includes writing and developing needs assessments for educational grants, updating annual grant proposals, editing final grant requests, and developing original content.
- 1.2 Writing and researching medical manuscripts, slide decks, computer animations, medical education monographs, and case-based e-learning activities
- 1.3 Developing and writing medical surveys and 3-month follow-up questionnaires
- 1.4 Compiling and organizing outcomes measurement data for use in needs assessments and future planning of educational activities
- 1.5 Other duties as assigned

#### 2. DEPARTMENTAL ADMINISTRATIVE SUPPORT

- 2.1 Maintaining server folders of appropriate needs assessments, grant requests, manuscripts, monographs, case-based e-learning activities, outcomes measurement data, and medical surveys and questionnaires
- 2.2 Meet regularly with project specific Managers, Medical Affairs in order to keep them updated on progress with specific projects
- 2.3 Assist Manager CME and Accreditation Services in maintaining CME documents for designated projects

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### 3. IN-HOUSE/MISCELLANEOUS DUTIES

- 3.1 Attend meetings, educational sessions, training sessions as designated.
- 3.2 Attend departmental meetings and off-site meetings as designated
- 3.3 Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing

### REQUIRED QUALIFICATIONS

- Bachelor's degree in a life science necessary. Examples include biology, biochemistry, health science, or nursing. An advanced degree in a life science such as MS in biology, PharmD, PhD, or MD preferred
- Board certification as an editor in the life sciences (BELS certification) preferred
- Educational certificate from American Medical Writers Association (AMWA) preferred
- At least 1 year of medical writing experience for candidates with an advanced degree
- At least 3 years of medical writing experience for candidates with an undergraduate life science degree
- Experience in the therapeutic area of oncology preferred
- Must have knowledge of current standards and processes in CME environment
- Ability to write and edit according to *AMA Manual of Style*, 10<sup>th</sup> edition
- Competence in using Microsoft Office 2007 applications (including PowerPoint and especially Word) and Internet-based medical reference resources

### OTHER DESIRABLE TRAITS

- Independent, self-motivated, solution-oriented
- Able to work from home and travel to Alpharetta on a monthly basis
- Functions well in fast-paced environment, multitasks effectively with several ongoing projects with tight deadlines
- Highly organized, detail oriented; committed to production of high quality work

**COMPENSATION:** Competitive compensation and benefits package includes: 5 Medical / Rx plans, 2 dental plans, vision insurance, company-matched & 100% vested 401(k), ESPP, scholarship programs, tuition and professional reimbursement programs, generous PTO policy, 8 paid holidays, company bonus program, flexible spending accounts, supplemental Life/AD&D and LTD, personal discount insurance plans for homeowners, auto and long-term care, and these fully company-paid benefits: life and AD&D, short-term and long-term disabilities, employee assistance plan, and business travel accident insurance.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Equal Opportunity Employer  
M/F/D/V**