

# Senior Editorial Assistant/Production Manager

**Location:** Altrincham, Cheshire

**Salary:** Competitive

**Requirements:** Preferably 2+ years' experience (minimum) in medical communications with a proven track record of leading a team of junior Editorial Assistants

**Job type:** Permanent

## The role

Working in a small, friendly team, the key purpose of the Senior Editorial Assistant/Production Manager is to ensure that written material produced by the editorial staff is of the highest quality at all stages of development by having input into a wide range of printed and multimedia materials, and providing support for Editorial Assistants through training and mentoring.

The role involves performing quality-assurance checks (namely copy-editing and production-editing, including in PowerPoint), and demonstrating leadership by proactively raising queries and confidently suggesting solutions or recommendations that are based on knowledge and experience. The Senior Editorial Assistant/Production Manager will use careful planning to project-manage workloads, where necessary liaising with freelancers and reallocating work, in order to meet the needs of the client.

In collaboration with the wider team, the Senior Editorial Assistant/Production Manager will make recommendations for improvements to processes or reference documents to achieve greater efficiency. This varied role will also involve styling and formatting, administration relating to referencing and submissions, and journal and meeting research, as well as involvement in internal status meetings.

## The company

Alpharmaxim provides strategic and tactical marketing and communication support to a broad range of clients across the pharmaceutical, biotech, medical device, diagnostic and vaccine sectors. As a small and dynamic company, we are able to offer unusually varied and flexible job opportunities that are tailored to the particular strengths of applicants.

## Get in touch

If you would like to discuss this opportunity with us, please contact Nancy Merrick on 0161 929 0400 or [nancy.merrick@alpharmaxim.com](mailto:nancy.merrick@alpharmaxim.com).