

Position Description: Bilingual (French-English) Medical Proofreader

Are you proactive, results-oriented, with demonstrated communication skills and a passion for learning?

If so, a position at MEDUCOM is right for you!

What can you expect from MEDUCOM?

- An enthusiastic and dynamic culture with flexibility that supports work-life integration
- Empowerment to be a decision-maker and influence change within a nimble organization
- A commitment to mentorship that fosters professional development and career growth

MEDUCOM is a full-service healthcare communications agency, which conceptualizes and delivers pharmaceutical marketing and medical education services. MEDUCOM has established a leadership position in Canada as strategic consultants and communication strategists who excel at delivering quality programs and services valued by leading pharmaceutical companies and healthcare professionals across Canada.

Job Description

As a **Bilingual (French-English) Medical Proofreader** at MEDUCOM, you will be an integral member of a multidisciplinary team dedicated to developing and delivering high-quality healthcare communications. Working closely with medical, client service, and creative teams, you will help ensure all materials meet the highest standards of accuracy, clarity, consistency, and readability. You will apply MEDUCOM and client style guidelines across projects and copyedit and proofread a range of medical communications materials, ensuring accuracy in grammar, spelling, punctuation, terminology, formatting, and references.

You will also support the quality assurance process by identifying content, style, and formatting issues and assisting in delivering polished, client-ready materials within tight deadlines. This role is ideal for an early-career editorial professional with strong language skills, exceptional attention to detail, and an interest in healthcare and medical communications. The successful candidate will be proactive, collaborative, adaptable, and committed to producing high-quality work in a fast-paced environment.

Primary Accountabilities

- Proofread medical communications materials, including slide presentations, publications, meeting reports, training materials, and other client deliverables as assigned.
- Ensure accuracy in grammar, spelling, punctuation, terminology, formatting, and references across assigned projects.
- Apply MEDUCOM and client style guidelines consistently.
- Maintaining client style guides and branding guidelines.
- Review text, tables, figures, and graphics for formatting, layout, and compositional issues.
- Support the quality assurance process by flagging content, style, and referencing inconsistencies.
- Collaborate with medical, client service, and creative teams to implement revisions and resolve editorial issues.
- Use Microsoft Office tools (Word, PowerPoint, Excel) to track changes and manage document versions.
- Prioritize tasks effectively to meet project deadlines in a fast-paced environment, including occasional tight turnaround timelines.

Essential Skills & Qualifications

- Bachelor's degree in a science-related field is required; Bachelor's degree in English/French, Journalism, Communications, or a related field combined with relevant medical communications experience may also be considered. Master's degree or higher is an asset.
- 1-3 years of both French and English proofreading/copyediting experience; medical communications experience is an asset.
- Strong written and verbal communication skills in French and English with exceptional attention to detail.
- Familiarity with healthcare, life sciences, or pharmaceutical terminology is strongly preferred.
- Proficiency in Microsoft Word, PowerPoint, Excel, and Adobe Acrobat.
- Strong organizational skills and ability to manage multiple deadlines.
- Positive, adaptable, and collaborative approach to teamwork.
- Professional proficiency in French and English (written and verbal) is required.

What can you expect from MEDUCOM?

- An enthusiastic and dynamic culture, with flexibility that supports work-life harmony
- A commitment to mentorship that fosters professional development and career growth
- Empowerment to be a decision-maker, and influence change within a nimble organization

If you possess the above qualifications, and can demonstrate a proven track record of success, leadership and commitment to excellence, please email your cover letter and resume to info@meducom.ca. *Only those selected for an interview will be contacted. Salary band: CA\$55,000.00-CA\$65,000.00 per year*