

CMC Editor I

Job ID: 00413795

Job Function

Technical Regulatory Affairs

Schedule

Full-time

Location

United States-California
South San Francisco

Job type

Regular Employee

Company/Division

Pharmaceutical

Job Level

Experienced

Who We Are

At the Roche Group, about 80,000 people across 150 countries are pushing back the frontiers of healthcare. Working together, we've become one of the world's leading research-focused healthcare groups. A member of the Roche Group, Genentech has been at the forefront of the biotechnology industry for more than 30 years, using human genetic information to develop novel medicines for serious and life-threatening diseases. The headquarters for Roche pharmaceutical operations in the United States, Genentech has multiple therapies on the market for cancer and other serious illnesses. Please take this opportunity to learn about Genentech, where we believe that our employees are our most important asset and are dedicated to remaining a great place to work.

The Position

The CMC Editor plays an integral part in the preparation of regulatory documents at Genentech. He or she copy edits and formats the CMC sections of regulatory documents and coordinates their internal review to ensure the timely submission of high-quality applications to regulatory agencies. In this role, he or she represents the CMC Editing department on cross-functional technical development teams; works closely with Pharma Technical Regulatory representatives on submission strategy and content; and communicates with authoring scientists and other team members as well as upper-level managers to facilitate the review, revision, and internal approval of submission drafts. He or she leads review adjudication meetings and performs live editing to capture participants' decisions. He or she copy edits complex, often lengthy draft documents for clarity, consistency, grammar, punctuation, and adherence to house styles; edits and formats detailed tables; and provides authoring scientists with document support. In addition, the CMC Editor helps meet CMC Editing departmental goals and participates in key departmental initiatives, such as the development and maintenance of submission templates.

Who You Are

A minimum of three years of recent scientific copy-editing experience is required. Previous experience managing multiple documents simultaneously; meeting demanding and

occasionally shifting deadlines; and collaborating with scientists and other subject-matter experts is required. Thorough knowledge of grammar, punctuation, and usage as well as scientific or medical language is required. Previous on-the-job use of one or more standard style manuals (e.g., The Chicago Manual of Style) is required. Excellent organizational and time-management skills and a tenacious approach to detail and accuracy are required. The ability to communicate clearly and professionally, both orally and in writing, and advanced word-processing skills (Microsoft Word) are required.

Genentech is an Equal Opportunity Employer.