



## Scientific Writer

### **ABOUT MAXCYTE:**

MaxCyte, the clinical-stage global cell-based therapies and life sciences company, uses its proprietary next-generation cell and gene therapies to revolutionize medical treatments and ultimately save lives. The Company's premier cell engineering enabling technology is currently being deployed by leading drug developers worldwide, including all of the top ten global biopharmaceutical companies. MaxCyte licenses have been granted to more than 120 cell therapy programs, with more than 90 licensed for clinical use, and the Company has now entered into ten clinical/commercial license partnerships with leading cell therapy and gene editing developers. MaxCyte was founded in 1998, is listed on the London Stock Exchange (AIM:MXCT, MXCL) and is headquartered in Gaithersburg, Maryland, US. For more information, visit [www.maxcyte.com](http://www.maxcyte.com).

### **JOB SUMMARY:**

The Scientific Writer plays a prominent role in development of high value, compelling scientific, technical, and commercial digital and print content. These marketing resources will be shared with our customers in the biotech, bio-pharma, and academic research sectors. The Scientific Writer will be responsible for developing materials that represent MaxCyte's key value propositions in a direct, concise way that will resonate with a wide array of stakeholders including scientific researchers, department leads, and executives. The candidate will work under general supervision from the Director of Strategic Marketing and will engage with dynamic marketing and scientific teams to manage and prioritize the workload to ensure deliverables are completed on- time and exceed our company's quality standards.

### **RESPONSIBILITIES:**

- Translates scientific data and content from publications or other peer reviewed resources into new or updated marketing materials that clearly convey our unique value proposition, key differentiators, significant strategic themes and relevant data
- Creates innovative content for use in commercial, scientific and technical marketing assets such as application papers, white papers, posters, presentations, emails, advertising, web pages, social media, flyers, manuals, newsletters and other forms as needed for marketing, sales, R&D and corporate purposes

- Primary job function will be writing content, creating design, ensuring readability, while confirming compliance with requirements, with attention to accuracy
- Collaborates with the commercial and scientific teams as well as technical and subject matter experts to gain an appropriate understanding of our offerings, our strategy and our comprehensive data sets to create meaningful assets
- Performs quality control (QC), editorial review, proofreading, copyediting, line editing and minor reorganization of documents prepared by other team members for completeness, accuracy, consistency, structure and grammar
- Assists in creating and layout for graphic art tasks, provides assistance in graphic file conversion or reformatting as needed
- Performs literature searches/reviews as necessary to obtain background information for development of documents
- Gathers team feedback and customer input on materials to improve usability and engagement
- General administrative assistance, as requested

#### **QUALIFICATIONS:**

- Minimum of a Master's degree in a biology or related scientific discipline; PhD preferred
- At least 2 years of content marketing/technical writing experience in the life sciences or medical technology industries and with demonstrated ability to deliver scientific marketing materials (candidate must supply 2-3 examples of previous technical writing)
- Superior writing skills with full grasp of grammar, spelling and style rules, compliance with quality standards guidelines and factual accuracy
- Superior attention to detail with a strong focus on simplification and complete clarity
- Strong work ethic and a customer service orientation
- Solid understanding of the cell therapy, gene therapy and therapeutic protein sectors is strongly preferred, but not required. Understanding of the drug development process is also preferred
- Understanding of marketing into the biopharma, biotech, and academic life sciences industries gained through previous sales, marketing or relevant business experience
- Expert MS Office skills with a specific focus on word processing, formatting, tables, spreadsheets, presentations, graphics, slides and templates, in addition to Adobe Acrobat. Demonstrated expertise in graphics editing and web-based software tools or graphic design tools such as Adobe InDesign is a plus

- Ability to successfully manage simultaneous tasks/projects to completion within prescribed deadlines and with meticulous attention to detail
- Goals/results oriented and thrives in a fast paced and matrixed environment
- Ability to work collaboratively and to effectively maintain positive working relationships with internal staff, customers, and external researchers to foster scientific exchange of information.
- A “doer” personality who is biased toward action

MaxCyte, Inc. is an equal opportunity employer. To apply, please send your resume and cover letter to [careers@maxcyte.com](mailto:careers@maxcyte.com). Please reference **Scientific Writer** in the subject line.