



Reminiscence Bio
592-667-6739 | 592-613-8842
reminiscencebio@gmail.com

Editor

Deadline: May 12, 2021

JOB TITLE

Editor (Freelance)

REPORTS TO

The Editor will report to the Manager

JOB OVERVIEW

Our growing business is searching for an experienced Editor to join our creative team. Your ultimate goal will be to provide exceptional, accurate and appealing content to meet client satisfaction.

As an Editor, you will demonstrate a good eye for detail and know how to manage all the moving parts of a publication. To excel in this position, the successful candidate will also possess excellent communication, editing, and proofreading skills.

RESPONSIBILITIES AND DUTIES

- Establish the publication standards and goals.
- Review written work for accuracy, sense, content, and readability and make suggestions for improvements.
- Research and authenticate facts, dates, and statistics.
- Communicate with writers/interviewers and transcribers.

QUALIFICATIONS

- Bachelor's degree in English, Communication Studies, Journalism or a related field.
- A minimum of 3 years' experience in a similar role.
- Strong working knowledge of publishing tools, such as MS Office and InDesign.
- Excellent writing and proofreading skills.
- Good attention to detail, communication, and English language skills.
- Great critical thinking, problem-solving, and time management skills.

CONTACT INFORMATION

Expressions of interest in the form of an Application Letter and Curriculum Vitae must be sent to reminiscencebio@gmail.com by **May 12, 2021**.

Lisa Hamilton
Business Owner/Manager
Reminiscence Bio
Georgetown, Guyana

