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Copy Editor – Stamford or New York Office

Asset International is seeking an enthusiastic and team-oriented Copy Editor to join its team.

Primary Responsibilities:

- Copy-edit all text in assigned projects
- Ensure that all text elements meet Editing quality standards
- Double check any necessary facts in assigned projects
- See that all edited text goes through any necessary reviews
- Check art/text consistency for assigned projects
- Proofread all text in assigned projects
- Represent Editing concerns on the teams for assigned projects
- Create and maintain style guides for assigned product lines and teams
- Provide Editing support to other teams as needed
- Participate in Editing team activities and support Editing team goals
- Work with project teams to create and maintain own schedule

Required Qualifications:

- Four-year college degree; publishing, communications, English, marketing, or related coursework preferred
- At least six months of experience as a paid copyeditor for a professional publisher or marketing/PR firm
- Ability to pass copyediting test
- Ability to convey complex subject matter clearly and engagingly
- Familiarity with AP style a must; UK Guardian style preferred
- Familiarity with word processing and PDF editing software; Word and Acrobat preferred
- Team orientation, enthusiasm, and loads of flexibility
- Attention to detail and good multitasking skills

Interested applicants should email a cover letter, resume and salary requirements/history to: jobs@assetinternational.com.

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This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments