COMPANY NAME: Staff Matters

JOB TITLE: Editor

JOB DESCRIPTION:

Prerequisites:

• Bachelor’s degree in English, journalism, history, or other discipline OR at least five years experience as an editor or proofreader.
• A satisfactory score on the client's editing test.

Responsibilities:

• Make hard-copy edits, using company templates, matrices, notes, e-mail, and other sources as a guide.
• Meet deadlines and work within budgets, alerting either the editing project manager or editing department manager if concerns arise.
• Maintain an organized source of personalized reference material.
• Consult with writers to ask questions and discuss potential ambiguities in content.
• Keep in touch with graphics department personnel to ensure that graphics are updated in a timely manner.
• Assist with production tasks as necessary.
• Follow client's procedures as outlined in the company handbook, including punctuality, dress code, and telephone duties.
• Divide time among projects as necessary when priorities change.
• Attend project-related meetings and take notes for future reference.

Skills/Qualifications:

• Excellent oral and written communication skills.
• Instinct for organization and ability to recognize patterns.
• Temperament and skill required to work quickly and efficiently (alone and with others) under deadline pressure.
• Interest in learning new things

SALARY: $24

APPLICATION QUALIFICATIONS:

HOW TO APPLY: Please send resume to tomc@staffmattersinc.com

DATE: 6/1/2022

2797 E Ajo Way, Tucson, AZ 85713

BusinessServices@pima.gov

Equal Opportunity Employment/Program:
Auxiliary aids and services are available upon request to individuals with disabilities