**Assistant Editor job description**

An assistant editor job opening may be available with a publisher, newspaper, magazine, IT company, broadcasting or any other company that publishes messages in English language, which is meant for public at large. An assistant editor is typically responsible for providing both administrative and linguistic support to writers and editors in a publishing house. Specific duties of an assistant editor include providing administrative help to the editor, coordinating with other departments, analysing the articles for grammatical or conceptual errors on behalf of editors, checking punctuation mark errors, editing the data received from various sources, adding currently available information into the existing work, and improving the readability of articles, getting the articles approved by the editor. An assistant editor typically reports to an editor.

**Responsibilities**

1. Edits and/or proofreads manuscripts and other forms of copy for publication, making stylistic, structural and grammatical corrections, as well as other substantive changes as needed.

2. Keyboards and proofreads materials prior to publication using a variety of computer software or directs others in same.

3. May perform layout work of a detailed and complex nature, coordinates multiple production schedules and maintains printing deadlines for same.

4. May coordinate editorial, design and production aspects of a wide variety of materials for production, as well as post-production activities, such as mailing, mail house arrangements, registrations of copyright, etc.

5. May provide assistance of a general office nature for immediate supervisor, department head or others involved in editorial program of the larger unit.

6. May confer with author, author's representative or client on content, form, style, price, etc., and perform manuscript revision.

7. May oversee compilation and proofreading of indexes and tables of contents. May research and request permission for reproduction of material to be published.

8. May write and/or report on and publish copy for department/school/ University publications using appropriate desktop publishing methods.

9. Maintains contact with author, printer, faculty, staff and others directly concerned with the published work, following through on specified requests and tasks.

10. May assist in training, scheduling and distributing work to other staff members, students, casuals and temporary workers.

11. Contributes to unit goals by accomplishing related duties as required.

**Requirements & Skills**

* Higher education qualification in life sciences (e.g. degree / nursing qualification)
* Fluency in written and spoken English: non-native English speakers –please include English language certificates
* Experience of writing, proof-reading and technical/language editing of (scientific) literature
* Experience of STM journal editorial handling and production, including experience of online handling systems
* Project management
* Background in cancer research/oncology
* Experience of working in a scientific or educational organization / with the medical profession or for a not-for-profit organisation
* Committee servicing experience
* Experience of online content management
* Knowledge of modern marketing practices, including use of social media
* Proficient English - written and spoken
* Other languages as advantage