

Job Title: GENERAL EDUCATION PROOFREADER ASSOCIATE

Number of Vacant Positions: 1

Duties and Responsibilities:

- Read and evaluate written text for grammatical and typographical error
- Liaise with writers and editors to determine the composition of specific text in a document
- Evaluate the dimensions of page elements such as images, text spacing and positioning to ensure they conform to set specifications
- Analyze documents to ensure chapter titles match list of contents
- Rephrase written text to ensure document structure and content are consistent
- Stay abreast with grammatical development as well as new terminologies in a language
- Ensure illustrations are suitably captioned and referenced
- Contact authors directly to clarify grammatical inconsistencies related to style and text choice
- Any other tasks that may be assigned at any given time by the Managing Director, Executive Vice President, and President.

Qualifications:

- Graduate of a bachelor's degree in General Education or any related field
- Has a good grasp of the English language
- Capable of editing content, grammar, language, etc. of Guidebooks or textbooks (from grade school to senior high school)
- Knowledgeable in the General Education concepts
- Has knowledge or previous experience in editing and proofreading
- Willing to work with strict deadlines
- Capable of working under pressure

Job Type: Full-time, Permanent

Schedule: Mon- Fri -9 hours Dayshift

Benefits:

- Company events
- Health insurance
- Paid training
- Pay raise
- Promotion to permanent employee
- Work from home
- Sign Up Bonus

Supplemental pay types:

- 13th month salary
- Bonus pay
- Overtime pay
- Performance bonus

Work Location: Quezon City

Contact Person: Ms.Nika Gerolaga

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