

Job Title: ASSOCIATE TEXTBOOK EDITOR IN ARALING PANLIPUNAN

Number of Vacant Positions: 1

Duties and Responsibilities:

- Check curriculum alignment of manuscripts
- Check manuscript for any plagiarized content
- Review manuscripts and suggest points for improvement
- Edit submitted manuscripts with regards to content, language, and grammar
- Coordinate with author until textbook is polished

Qualifications:

- Graduate of a bachelor's degree Araling Panlipunan or any related field
- Has a good grasp of the English/Filipino language
- Capable of editing content, grammar, language, etc. of Araling Panlipunan textbooks (from grade school to senior high school)
- Knowledgeable in the Araling Panlipunan 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

Contact Number: 09176207499

Email Address: hr@inteligente.com.ph