

Job Title: ASSOCIATE TEXTBOOK EDITOR IN GENERAL EDUCATION

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 in General Education or any related field
- Has a good grasp of the English language
- Capable of editing content, grammar, language, etc. of junior high school textbooks
- Knowledgeable in 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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