

# Editor Job Description

Our innovative and growing company is searching for experienced candidates for the position of editor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for editor

- Supporting the global sales teams in terms of researching new business opportunities and writing market-focused, client-tailored proposals that increase the success of the pharma-sponsored custom book programme
- Project managing pharma-sponsored custom projects, ensuring projects are delivered on schedule, within budget and to specification
- Client management – being the first port of call for assigned clients and run client-facing meetings where necessary
- Reviewing the work of other team members and providing feedback
- Other duties as requested by the Senior Editor
- Write/edit/review manuscript and review/edit proof for various products to meet product specifications and market needs
- Operate teleprompter, which displays script material for news talent
- Load and operate script printers
- Separate and organize news scripts
- Post video material to nwcn.com and mobile app as needed

## Qualifications for editor

- Advanced knowledge of HD techniques and workflows
- Very Strong knowledge of and ability to finish audio mixes within the Avid and export elements for audio mixing
- Qualified candidates will have at least 5 years of recent financial writing experience in a professional financial services environment or for a finance-centric publication
- BA in Broadcast, Video Production or equivalent
- Highly creative, organized and able to work independently with little direction
- Comfortable working in a fast paced, lively changing production environment

# Job Description Editor

**Puja Mehta**



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