

Job Title:**Proofreader/Editor**

Our fast-growing company is looking to hire an experienced and extremely meticulous proofreader/editor. We are looking for an individual that is conscious about the impact a misplaced comma can have in a narrative and is willing to go the extra mile to make sure his/her work is perfect at all times.

Candidate must:

- **Be a native English speaker**
- Write, edit, and proofread business deliverables coherently in English.
- Must be able to follow instructions and check his/her work to make sure it complies with unique set of guidelines.
- Must have the ability to manipulate small pieces of data with accuracy and focus
- Must have the ability to input data with no room for errors
- Must guarantee perfect submissions. Work must be error-free at all times.
- Must be able to work with little to no supervision
- Must analyze and carefully review briefs to make sure deliverables mirror clients' wants and needs
- Must be able to work under pressure and under same day or 24-hour deadlines
- Must be extremely detail-oriented as attention to detail is **KEY** for this position
- Be reliable and available when needed
- Must have an excellent attitude always and be able to follow instructions and very strict protocols

Qualifications:

- Have Excellent grammar and spelling skills.
- Proven track record in editing and proofreading business deliverables.
- Demonstrate high-order interpersonal and oral/written communication skills.
- Be enterprising, diplomatic, and proactive at solving problems.
- Must have the capability to multitask, work under pressure, and meet very strict deadlines while maintaining quality, accuracy and professional demeanor.
- Solid working knowledge of Microsoft Office applications
- Possess excellent interpersonal skills and commitment to customer service and team-oriented, collaborative management.
- **Basic understanding of written Spanish and written Portuguese OR willingness to use translation tools online. (Editor/Proofreader must proofread, edit, and revise deliverables in English, however, many of the clients' notes will be provided in Spanish or Portuguese.)**

This is a part-time position for a 1099. A full-time position (W-2) may also be offered based on performance.

To be considered for this position, please submit a cover letter, CV and a sample of your work (business writing only, please).

Required experience:

- At least 1 year

Required to Telecommute.

Candidates will be tested on all skills required for this job. Background/drug checks will be conducted and references checked prior to making any work offers