

## VACANCY: Copy-editor

**Position: Copy-editor**

**Level : Junior to mid**

**Permanent Position**

**Reference: #E**

**Location: Westlake Business Park, Westlake, Cape Town, Western Cape**

### Description:

EDGE Learning Media is a publishing house that specialises in creating learning media (both printed and digital) for training providers, colleges and private education centres. The company wishes to appoint a Copy-editor.

### Duties and responsibilities:

- Maintain a standard editorial process in conjunction with the publishing team members.
- Copy-edit input files, ensuring clarity of language (applying 'plain language' principle), which is crucial for learning materials – in addition to correctness and consistency.
- Check illustrations and captions for correctness and relevance.
- Check facts and raise queries with the Editor and Operations Manager.
- Rewrite material if necessary, to improve the quality thereof.
- Communicate with other publishing team members about status of projects in production.
- Conduct other tasks as may from time to time be requested by the Editor, Operations Manager or Directors.

### Qualifications/Experience:

- Tertiary qualification in English or related field (preferably at postgraduate level).
- An excellent command of the English language is required.
- Copy-editing experience is essential.
- Proofreading and/or writing experience is advantageous.
- Computer knowledge (including MS Office and the Internet) is a prerequisite; knowledge of DTP software (Adobe InDesign) is advantageous but not required.
- Experience in the educational publishing environment is advantageous.
- Content knowledge of business subjects would be useful but is not a requirement.

### Competencies:

- Excellent English skills, with a passion for good writing and clear language.

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- Meticulous approach to work and an eye for detail.
- The ability to maintain high-quality work while meeting tight deadlines.
- Proactive and self-motivated.
- Ability to prioritise, plan and organise time and tasks efficiently.
- Ability to work both in a team and independently.
- Ability to adapt to changing circumstances at short notice.
- Ability to build and maintain good relationships with authors, editors, typesetters etc.

**Remuneration:**

Negotiable.

Applications can be emailed to Kim at [kim@edgelearningmedia.com](mailto:kim@edgelearningmedia.com). The closing date for applications is 1 June 2017.

EDGE Learning Media reserves the right not to fill this position at this time should a suitable candidate not be found.