

EDITORIAL ASSISTANT

Van Schaik Publishers, a leading academic publisher and part of the Media24 Group, is seeking an editorial assistant for tertiary textbooks in a variety of disciplines.

Van Schaik Publishers is based in Pretoria.

Qualifications and experience

- The successful candidate should preferably have a relevant qualification or one or more years' experience in an administrative or editorial environment.
- He or she should have excellent written and verbal skills in English and be a good communicator.
- He or she should be proficient in the use of MS Word and Excel, as well as email and the internet.
- The candidate will possess strong interpersonal skills, be proactive, self-motivated, be able to work independently but also function well in a team, and must be dynamic and enthusiastic.
- Organising and administrative skills, project coordination skills as well as exceptional time management skills and the ability to work under pressure to deadlines, are a prerequisite.
- The candidate will have the ability to pay attention to detail.

The **main purpose of the role** is to assist senior editorial staff in the administration of the planning and production of books.

Key responsibilities

- Preparation of manuscripts for the editorial coordinators
- Administration of copyright applications
- Liaison with authors on their edited manuscripts and page proofs and follow-up of related queries
- General administrative duties

A full job description will be made available to the candidates who are short-listed and interviewed. These candidates will be given a practical editorial test to complete within a specified time.

This is a full-time position. The candidate will report to the editorial manager.

Applications can be sent by visiting the following link:

http://media24.eng.external.erecruit.co.za/candidateapp/Jobs/View/170808-1/Editorial_Assistant

The closing date is **Wednesday, 16 August 2017**. Please note that if you have not heard from us by 15 September 2017, you should regard your application as unsuccessful.

Please indicate on your application to what extent you comply with the requirements.

Given the employment equity policy of Media24, preference will be given to suitable candidates from the designated groups.

Van Schaik Publishers is under no obligation to fill this position.