

Editorial Assistant – South Africa

To help assist with plans to grow the South African Publishing programme, we are now actively recruiting an Editorial Assistant to work alongside our Publisher based in South Africa.

The Editorial Assistant will provide an editorial and administrative support function to the Higher Education publishing programme in South Africa. This will include some development work on new editions, assisting in the preparation of new title proposals, adaptations of print solutions and learning and assessment solutions as part of Cengage's digital publishing programme. The post will also involve some market research and project management responsibilities.

You will need to be educated to degree level (or equivalent) and have experience of working independently with a flexible approach and 'can do' attitude. Keen attention to detail, analytical and problem-solving abilities, and strong numeracy skills are essential, as are excellent communication skills and the ability to work under pressure. You will need to demonstrate self-discipline as this is a home-based position and as this role may require occasional travel within South Africa to meet with authors and attend conferences, we require flexibility. Ideally candidates will have previous experience working within a publishing or other media editorial department.

For further information or to apply for this position please send your CV and a covering letter to Nicole Paddon in the HR department.

To view the full job description and person specification please click on:

<https://emeacareers-cengage.icims.com/jobs/search?ss=1>

Closing date for CVs: Wednesday 18th April 2018