

# Editorial Assistant

Our magazine is currently seeking a highly-organized, detail-oriented, mature and confident individual to support our editorial department. The successful candidate will possess excellent communication skills, be self-starter and must be able to work in a fast-paced environment.

## **Responsibilities:**

- Collaborate with the editor-in-chief to research and plan new articles
- Conduct thorough research to gather information that will be used to write articles, that can include anecdotes, photos or illustrations on various topics for the company's online and print publication
- Write and edit pieces, effectively proofread and/or edit articles and blogs
- Liaise with team members (writers, designers, freelancers) ensuring deadlines are met
- Proofread and check submitted articles for accuracy
- Suggest possible sources and recommendations and improvements for pieces
- Select supporting material, like images and illustrations
- Follow current events and developments and suggest original ideas
- Use social media and SEO to draw attention to articles
- Provide administrative support to the editor-in-chief

## **Requirements:**

- Bachelor's degree or diploma in related field
- Strong writing and proofreading skills
- Familiarity with SEO and social media platforms
- Expertise in English both written and oral
- Proficient in MS office suite
- Excellent communication skills
- Ability to prioritize and multitask