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# Example of Editorial Assistant Job Description

Our growing company is hiring for an editorial assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for editorial assistant

* File completed projects
* Make copies for reprint corrections
* Research and write copy as needed
* Review references for accuracy and relevance
* Fact-check information in a book manuscript
* Provides administrative and editorial support
* Participate in editorial activities such as project managing, fact-checking, picture research, and outline research
* Assist editors with proofreading, copyediting, and small writing assignment
* Assist with mailings to authors and contributors and other administrative tasks
* To assist the Editors in tracking manuscripts from submission to publication

## Qualifications for editorial assistant

* To assist with the maintenance of our databases (including training of others in the use of our manuscript database and web-submission system)
* Be a primary contact for members of the editorial team and provide support, coaching, and training to Journal Office peers
* Review procedures and suggest improvements when appropriate
* Troubleshoot IT and other logistical matters, with relevant personnel
* Answer enquiries from authors, editors, reviewers, and the public
* Oversee efficient and accurate filing and file retrieval