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# Example of Editorial Assistant Job Description

Our growing company is searching for experienced candidates for the position of editorial assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for editorial assistant

* Manage Focus Group Planning (book location, dinners)
* Manage accuracy reviewing of main text
* Maintain a database of reviewers, contributors
* Bookswap with other publishers for competing texts
* Copy manuscript and ship to vendors
* Send books/materials to authors, reps, professors, as needed
* Request ISBNs and update product information in HEPM and PPS as needed
* Draft Author Agreements and Amendments (work with legal as needed)
* Complete and route various paperwork including, CIFS, Final Pricing, for main titles and supplements
* Process payments via check req and invoices

## Qualifications for editorial assistant

* A high level of computer literacy – understands common software
* Able to see tasks through to completion, working to (often competing) deadlines
* Must be able to appropriately communicate with colleagues using excellent written and verbal communication skills
* Excellent Customer Service both internal and external with prompt response times
* Ability to learn new platforms
* 2-4 year degree helpful or equivalent office experience