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# Example of Editorial Job Description

Our company is growing rapidly and is hiring for an editorial. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for editorial

* To assist with the production and analysis of statistical data
* Administering contributor and reviewer payments for the Lancet journals, and trouble-shooting with payees and payment departments to ensure timely payment
* Assist with the preparation of itineraries and the arrangement of national and international travel, accommodation and currency
* To undertake any editorial support that the peer review editors may require as appropriate
* Reads and evaluates submissions and writes readers reports
* Liaising with authors and editors over queries
* Organising payments, preparing agreements and managing the external peer reviewer process
* Book list management and development
* General secretarial and administrative duties including managing office bookings, organising travel, managing meetings and being a key point of contact
* Ensuring the Global Editorial Director is fully prepared for all meetings as required

## Qualifications for editorial

* You are meticulously organized, skilled with time management, and obsessed with meeting deadlines
* You feel very comfortable undertaking extensive independent research and fact-checking tasks, managing content on a web-based content management system
* You are a strategic thinker, confident and thoughtful writer, and excited to work collaboratively to support an editorial team
* You’re interested in learning the ins and outs of analytics and content marketing strategy
* Your peers would describe you as “humble,” “proactive,” “passionate,” and “driven.”
* Knowledge of basic office skills, , typing, filing, operating fax and copy machine