

Example of Copy Editor Job Description

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Our growing company is searching for experienced candidates for the position of copy editor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for copy editor

- The work includes checks on standard English usage the spelling and applicability of scientific names and phrases, technical terms and acronyms, often ensuring they are phrased so as to be comprehensible to non-technical readers
- Use databases to proofread for correct names, prices, and ordering numbers
- Track, communicate and resolve issues of improperly conveyed information
- Support nuances of business brands, audience voices and legal requirements
- Proofreading of layouts before shipping
- Fact check new and used car reviews, features, blog posts, and other content
- Collaborate with writers on a regular basis to review edits
- Edit pages for visual conflicts
- Write creative headlines that reflect the facts and tone of the report
- Write cutlines that inform readers in a clear and concise manner

Qualifications for copy editor

- Must be proficient with Microsoft Office products (particularly Word, Excel, Communicator and Outlook), and must have the ability and willingness to learn to use other newsroom computer systems
- Digital-savvy editor with the ability edit to content for the web and a willingness to learn how to help manage digital content
- Willingness to be flexible to project needs

- Dedication to quality assurance while working within process and adhering to best practices
- Have keen eye for detail