

# Example of Copy Editor Job Description

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Our innovative and growing company is looking for a copy editor. 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 copy editor

- Has a firm knowledge of AP style and refers to AP and staff style manuals regularly
- Researches franchise history and fact-checks content
- Proofreads consumer-facing copy
- Write clear, concise, engaging copy for online and print mediums
- Proofread to ensure information is factually and grammatically correct and reflects brand style and format
- Develop productive, collaborative partnerships with web designers, online marketing teams, merchants, and production artists
- Attend creative planning and strategy meetings as assigned
- Stay up-to-date on fashion trends, develop fresh copy ideas, and track competitors' copy usage
- 50% copy editing marketing collateral
- 30% original writing and learning activities, including supervised stretch assignments and corporate internship programming

## Qualifications for copy editor

- At least 5 years of experience in content-related field, including at least 3 years as assigning editor, copy editor or website/publication editor
- A basic knowledge of modern SEO (title tags, meta data)
- Demonstrated experience working in a CMS such as WordPress

- Editing or writing experience required