



# Example of Editorial Assistant Job Description

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Our company is hiring for an editorial assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for editorial assistant

- Submit reprint corrections
- Collect competitive and marketing data
- Provide information on sales/sampling when requested
- Support Acquisition Editor and team as needed (this sums up any miscellaneous tasks that may come along such as Learning Objective spreadsheets)
- Administering contributor and reviewer payments for the journals, and trouble-shooting with payees and Elsevier payment departments to ensure timely payment
- Provides administrative and editorial support to two Senior Editor supervisors and department
- Makes appointments
- Reads and evaluates manuscript submissions (picture books, beginning readers, middle grade and young adults novels, and select non-fiction) and drafts rejection letters
- Monitors the book production schedule for managers' titles – prepares and traffics transmittals, coordinates legal reviews (if necessary), corresponds with freelance contributors as needed, reviews layouts at various stages of book development, and secures permissions for text and art
- Manages information flow and communication with authors, agents and inter departmental team members

## Qualifications for editorial assistant

- Functional literacy in modern and contemporary art
- Proficiency in Adobe Creative Suite, particularly Photoshop
- Fluency in MacOSX
- Familiarity with A/V equipment, the process of A/V installation, and ability to synthesize new information regarding technological requirements and protocols