



# Example of Editorial Assistant Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is searching for experienced candidates for the position of 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

- Monitors the book production schedule for the Executive Editor's titles and traffics all publication materials
- Drafts jacket copy and assists with marketing fact sheets and reviews marketing material
- Reads behind Executive Editor and provides detailed feedback on select titles
- Conducts sales research, creates profit and loss statements, drafts contract requests and check requests
- Perform general operational daily, weekly, and monthly tasks for society journals and work with the editor to maintain society relationships
- Schedule journal issues and analyze/prepare future scheduling
- Provides administrative and editorial support to a SVP, Publisher and Senior Editor
- Coordinating the process of peer review from manuscript submission to final editorial decision
- Assisting editors with management and coordination of journal content for publication
- Maintaining journal databases and preparing reports

## Qualifications for editorial assistant

- Cooperative and pleasant
- Follows directions carefully

- Flexibility to work within a team environment the ability to work independently
- One year office experience, preferably in a support role