



## Example of Sub Editor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of sub 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 sub editor

- Ensuring that all editorial content across the German product pages reflects the aims, values, house style and tone of each siteWhere possible, check accuracy of upload by checking all click-through functionality, size and fit tabs and dropdowns on the product page
- Maintaining house style document, final sign off responsibility lying with Chief Sub EditorConfidence in replying to emails and attending meetings
- Ensuring that all editorial content across the German product pages reflects the aims, values, house style and tone of each site
- Sub edit and translate the product page according to in-house style guides
- Sub-editing and translating product page copy according to in-house style guides
- Ensuring that all editorial content across the Chinese product pages reflects the aims, values, house style and tone of each site
- Translate and sub-edit product page copy according to in-house style guides
- Creating and maintaining house style document, final sign off responsibility lying with Chief Sub Editors
- Confidence in replying to emails, attending meetings and representing the team when the Chief Sub Editor or Senior Sub Editors are unavailable
- Copy check uploads on both the CMS and the live site, working to tight deadlines to ensure all product descriptions are well-written in a concise, accurate and informative manner, showcasing all relevant key details

- Chinese mother tongue
- Significant proven experience in managing, leading and developing an in-house team of linguists in a fast turnaround, high quality environment
- The ability to efficiently meet tight deadlines, prioritising high volumes workloads and experience in motivating others to achieve within the required timeframe
- Good working knowledge of MS Office and basic working knowledge of CMS systems
- German mother tongue
- The ability to manage global production schedules according to daily deadlines across multiple brands and experience in motivating others to achieve within the require time frame