



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. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for sub editor

- Check accuracy of upload by checking all click-through functionality, size and fit tabs and dropdowns on the product page
- Help maintain THEOUTNET.COM Style Guide
- Maintain MRPORTER.COM Style Guide
- Maintaining house style document, final sign off responsibility lying with Product Editor
- Maintaining house style guides
- Work closely with Product Editorial Translations to ensure a steady workflow, communicate changes in forecast and schedule audits
- Subbing/creating marketing copy, email copy and general site copy, as and when required
- Assisting the Production Editor in managing the marketing approvals process
- Assisting the Production Editor in delivering on-site assets to Web Content
- Subbing special projects as required video, printed projects, press releases

Qualifications for sub editor

- Confidence to liaise with a variety of departments to maximize output and efficiency
- Ability to lead a high-performing team in the day-to-day, driving their personal development in line with business strategy
- Time management skills, excellent time keeping, organisation and ability to meet deadlines

- A team-player who works well in a large group