



Example of Sub Editor Job Description

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Our growing company is hiring for a sub editor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for sub editor

- Delivery of daily emails
- Adapting heads and sells to suit our French readership and sense-checking copy throughout
- Subbing marketing copy, email copy and general site copy, as and when required
- Working with the rest of the translations team (design and editorial) to ensure all deadlines are met
- Subbing special projects as required video, printed projects
- Liaising with Market Manager to discuss target market, opportunities for localisation and seek approvals on translated messaging
- Covering for the Chief Sub Editor when away, subbing editorial copy
- Be a funny caption writer one minute and pedantic fact-checker the next
- Love working in busy offices but able to block out the noise and do your thing to exacting standards
- Work closely with the sub editing team, copy editing, checking facts where necessary and re-writing Homes & Gardens content to an accurate and high standard

Qualifications for sub editor

- 1-2 years of experience working as a sub-editor/copy editor or proofreader in an editorial or e-commerce environment
- Must have strong communication skills and proven ability to work within a team

editing

- Able to turn over a high-volume of quality work against tight deadlines
- Excellent writing skills with incredible attention to detail
- Good understanding of InDesign