

Editor (Economics)

Job Responsibilities:

- Edit manuscripts thoroughly.
- Coordinate and liaise closely with writers.
- Set deadlines and specifications for the writing of manuscripts.
- Evaluate writer's sample chapter.
- Monitor writers' writing progress based on the agreed-upon submission schedule;
- Ensure all projects assigned are accomplished on time.
- Prepare headings and icons design list.
- Check and confirm heading and icon design.
- Check sample layout.
- Coordinate and liaise with the production staff pertaining to illustrations, typesetting/layout and corrections.
- Determine the general appearance or physical format of the book.
- Check and confirm/approve illustrations drawn for the book.
- Check all text and cover films of the book.
- Secure resources such as information, data, photographs, etc.
- Prepare/check selling points for front and back matters of the book published.
- Prepare/check dummy for printer's reference.
- Check book cover mechanical and colour proof.
- Purchase reference books.
- Liaise with Marketing Department for feedback on newly released titles.
- Propose new format of publication (series or titles).
- Ensure books are updated, vetted and corrected before reprinting.
- Draft relevant letter to writers.
- Brief Marketing Representatives on selling points for newly released titles.
- Prepare promotional brochures/leaflets, posters, calendars, etc.
- Prepare Royalties Table for the royalty based titles.
- Write books as and when required.
- Translate overseas titles as and when required.
- Perform any ad hoc and other duties relating to the above as may be assigned by your superior from time to time.

Job Qualifications:

- Degree/Diploma in Economics study.
- Fresh graduates are welcomed to apply.
- 1 to 2 years of experience is an added advantage.
- Expert/Familiar with Microsoft Office, Excel and Powerpoint and other word processing and publishing software.
- Fluent oral and written Bahasa Malaysia and English.

Required document

Interested candidates are requested to write in with:

- Updated resume stating qualifications, work experience, current and expected salary with a recent passport-sized photography;
- Transcripts from SPM to current level;
- NRIC photocopy;