

## **CHILDREN'S BOOK EDITOR**

### **Job Responsibilities**

#### **Editorial**

- Assist in managing Children's creative projects in the format of book and book related educational products.
- Review, reorganize and write/rewrite manuscripts to facilitate publications.
- Plan and determine book/product specifications and packaging.
- Source and commission external writers/translators/freelancers for assigned series/titles, if required.
- Ensure all projects assigned are accomplished on time.
- Manage books and products in terms of quality, time and cost.
- Monitor the work progress between Editorial and Production Section.

#### **Production support**

- Coordinate and liaise with production staff pertaining to illustrations, typesetting, layouts and corrections.
- Prepare heading and icon design lists.
- Check and confirm heading and icon designs.
- Check sample layouts.

#### **Sales and marketing support**

- Brief marketing representatives on selling points for newly released titles.
- Liaise with the Marketing Department for feedback on newly released titles.

**And any related ad-hoc tasks from time to time.**

### **Job Requirements**

- Degree/Diploma in Early Childhood Education or related fields.
- 1 to 2 years of experience is an added advantage.
- **Fresh graduates will also be considered.**
- Expert/Familiar with Microsoft Office, Excel and PowerPoint and other word processing and publishing software.
- Required language(s): English and Bahasa Malaysia.
- Proficiency in Mandarin is added advantage.
- Selected applicant will work in Wisma Pelangi, Bangi.

### **Required documents**

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;