

SCIENCE & MATH EDITOR

Job Responsibilities

Editorial

- Assist in projects related to primary and secondary Science & Math subject books for SJK(C).
- Set deadlines and specifications for the writing of manuscripts.
- Monitor writers' writing progress based on agreed-upon submission schedules.
- Evaluate writers' sample chapters.
- Edit manuscripts thoroughly and correctly.
- Secure resources of information, data, photographs, etc.
- Prepare/check selling points for front and back matters of books to be published.
- Ensure all projects assigned are accomplished on time.

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 Science (Education) or equivalent.
- **Fresh graduates will also be considered.**
- Good grades in Bahasa Malaysia & Mandarin and taken Pure Science stream in SPM.
- Familiar with Malaysian SJK(C) primary & secondary education syllabus.
- Expert/Familiar with Microsoft Office, Excel and PowerPoint and other word processing and publishing software.
- Fluent in oral and written Bahasa Malaysia, Mandarin & English.
- Selected applicant will work in Penerbitan Pelangi, 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;