

THE INTEGRITY GROUP

Editor

LOCATION

Houston, TX

OBJECTIVE

Edit documentation based on templates, style guides, and printed copy. Release files to print according to the needs of internal and external clients.

JOB QUALIFICATIONS

- Bachelor Degree or equivalent experience.
- Ability to edit multiple types of deliverables for content, grammar, and style.
- Knowledge of relevant software tools.
- Knowledge of relevant style guides, such as the Chicago Manual of Style and Microsoft Manual of Style.
- Ability to index.
- Ability to deliver excellent service and quality working with aggressive deadlines.
- Ability to edit content in print or electronic format.
- Ability to learn and follow varied and complex procedures.
- Ability to multitask, working with several files, clients, deadlines, and writers simultaneously.
- Strong interpersonal skills with the ability to communicate effectively.
- Ability to be an effective team player.

JOB DUTIES

- Edit multiple types of deliverables for content, grammar, style, and localization.
- Prepare an index, if required.
- Understand client style guides and standards.
- Communicate clearly and courteously in writing, in person, and over the phone, mindful of confidentiality issues.
- Track and report project status at predetermined intervals in writing to your client and manager.
- Deliver excellent service and quality documentation on time.
- Build and maintain strong client relationships that result in repeat and expanded business.
- Work to exceed client expectations and enhance loyalty by going an extra mile for the client, doing “whatever it takes.”
- Perform other duties as assigned.

Interested applicants should apply by sending a resume to hr@go-integrity.com.

The Integrity Group is an Equal Opportunity Employer.

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