

CLIENT OVERVIEW

A professional services firm with highly skilled management consultants who provide a psychological perspective to help senior executives is seeking a Copy Editor. This firm combines business acumen, expertise, and an understanding of leader analytics, to translate insights into practical and strategic solutions that accelerate the growth and performance of individuals, teams, and companies.

POSITION SUMMARY

The copy editor is a remote position that plays a critical role in ensuring that client-facing deliverables are professional, brand aligned, and of the highest quality. The copy editor offers a complete set of services including but not limited to formatting, revising, and copy editing deliverables, proposals, and responses to RFPs. The copy editor will help to define and influence processes surrounding the production of client deliverables as well as work on a collaborative team to support their knowledge management practices and enhance their knowledge management capabilities as a firm. The copy editor will also work as a part of a collaborative team with project coordinators to provide excellent support in service of their business operations.

ESSENTIAL DUTIES

- Format, copy edit, and proofread a variety of client-facing deliverables including reports, presentations, and proposals using firm-branded templates in Microsoft Word and Microsoft PowerPoint
- Copy edit all materials for accuracy, clarity, spelling, grammar, punctuation, syntax, and adherence to brand and template guidelines using *Chicago Manual of Style* and in-house style guide
- Prepare templates for client engagements in collaboration with account team and support team
- Work collaboratively with members of content team, account team, and support team to help deliver engagement-appropriate content
- Provide quality assurance for templates and deliverables; ensure that deliverables are top quality and aligned with firm brand
- Capture best-in-class examples of deliverables and content to be shared with the rest of the organization

- REQUIREMENTS**
- Demonstrated advanced proficiency in Microsoft Word and PowerPoint
 - Extensive experience in working with *Chicago Manual of Style* preferred
 - Skilled at working collaboratively with multiple teams in a highly fast-paced, dynamic environment with tight deadlines; resilient and able to perform with excellence under pressure
 - Strategic thinker and independent self-starter who is good at time management and balancing priorities
 - Excellent verbal and written communication skills
 - Demonstrated customer-service orientation

- EDUCATION & EXPERIENCE**
- Bachelor's degree required (English, Journalism, or Marketing helpful)
 - Minimum five years experience in the art and science of copy editing, formatting, and document preparation