

WE WANT YOU!



Macmillan Education is a place where vibrant minds meet. We're a trusted education brand and our core values are to be *Passionate, Supportive* and *Inventive* in everything we do.

*We've been around for a while (since 1843), but that doesn't mean that we're old fashioned. We consider ourselves to be confident, self-assured, entrepreneurial and, especially, ground breaking!*

*We're in the business of helping people learn and to better their lives through education, and as a result we look for individuals who are not just passionate about education, but also about making a difference.*

*As the publishers and marketers of quality textbooks and educational support materials, we aim to transform learning through discovery.*

**Job title:** Editor  
**Department:** Publishing Services  
**Location:** Johannesburg  
**Salary:** Market related  
**Reporting to:** Editorial Manager  
**Reference number:** E/MSA/30112020

### The Role

Do you have an impeccable eye for detail? Are you highly organised? Can you successfully run a project in collaboration with others? We are looking for an experienced professional to appoint to the role of Editor within our Publishing Services team. Editors manage allocated book projects through all editorial processes using their strong language, organisation and people skills.

### The Team

The Publishing Services editors use their varied skillsets to balance deadline demands with creativity to help to produce quality learning materials. The team is dynamic, enthusiastic and curious. They continuously push the boundaries of what they know to improve how they work.

### The Requirements

- A relevant undergraduate degree, in either Publishing or Education, or in a subject that is related to any of the content areas regularly encountered in educational publishing projects (an Honours degree in Publishing will be an advantage)
- Relevant experience in a similar position (will be an advantage)
- Proven experience in editing, proofreading and project management
- A working knowledge of the book production process
- Strong communication skills – both written and verbal
- Excellent English and Afrikaans language skills (Editorial skills)
- Advanced computer skills (especially in MS Word, Excel, Outlook and G Suite)
- Highly organised and self-motivated, with strong time-management skills
- Able to work well under pressure in an open-plan environment
- Able to self-manage in a work-from-home environment
- Able to work independently and as part of a team

### The Responsibilities

- Project management of a list of titles, from manuscript and artwork brief to publication
- Working to strict deadlines and quality standards
- Ensuring that titles are run efficiently and effectively within a given timeframe and budget
- Ensuring quality editing, translation and proofreading of titles
- Frequent liaison with relevant departments to facilitate the editorial and production processes
- Building and maintaining effective working relationships with freelancers and colleagues

To be considered for the position, please send us your CV and a cover letter that tells us why this would be your dream job.

**Applications: All Internal applicants** who are interested in this position and who meet the requirements may apply through the following link:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=33901&company=C0001215517P>

**All External applicants** who are interested in this position and who meet the requirements may apply through the following link:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=33901&company=C0001215517P>

For any technical issues when logging onto the system, please contact the HR Department on the following email [recruitment@macmillan.co.za](mailto:recruitment@macmillan.co.za)

NB: In terms of meeting the company's goals with respect to Employment Equity, people with disabilities are encouraged to apply.

**Closing date: 30 November 2020**