

Exciting Full time or job share role - Editorial Assistant

Job description

Vetstream requires an Editorial Assistant to help our busy Editorial Department provide point of need information on the veterinary care of dogs, cats, rabbits, exotics, horses and cattle.

Reporting to the Managing Editor you will have a hands-on role ensuring quality and delivery timelines are met. You will play an important role in online editing, liaising with product managers in-house, as well as external contributors via email and phone, running social media platforms and creating e-newsletters. There will also be some administrative tasks, including arranging travel, answering telephone calls, and responding to email enquiries.

An interest in and willingness to further a career in publishing is naturally desired, but previous experience within publishing is not necessary. The successful candidate will be expected to display a very high standard of written and spoken English, and computer literacy is essential; knowledge of Microsoft Word and Outlook would be an advantage. Patience, organisational ability, and a good telephone manner are essential, with the ability to work efficiently to reach targets and deadlines.

Depending on location and experience, the opportunity to be home-based could be given to the right candidate.

Duties will include

- Uploading and formatting articles, images and videos into a content management system
- Raising and monitoring invoices
- Preparing and sending paperwork to external contributors
- Basic website editing in various content management systems
- Running social media platforms - preparing, scheduling and monitoring posts
- Creation of monthly newsletters
- Producing monthly analytics on content performance and suggest improvements
- Opportunity to attend trade shows
- General administrative duties

Skills required:

- High standard of written and spoken English
- A high degree of computer literacy with a good knowledge of Microsoft Office programmes
- High attention to detail and good spelling/grammar
- Past experience in editing or using content management systems would be preferable
- Good organisation and time-keeping skills
- Strong communication skills
- General administrative experience

Hours: Full time 36.5 hrs per week or job share approximately 20 hours per week based on a *pro rata* basis

Salary: £20,000-£25,000 pro rata, depending on experience

This attractive and flexible working package is offered along with exciting career prospects, so if you feel you have the right blend of skills, please reply with your CV and a cover letter to Lisa Mancuso at lisa.mancuso@vetstream.com