Editorial Assistant

Offered by: Sharpe Reference and Sharpe Online Reference - M.E. Sharpe, Inc.

Benefits: Health, Dental, 401K

Duration: Full Time

Location: Armonk, NY

Requirements: M.E. Sharpe, Inc., is seeking an energetic editorial assistant to provide administrative and editorial support for the Sharpe Reference team in the development, management, and publication of reference works for our print and electronic programs. Position requires good organizational, communication, and computer skills; ability to juggle various responsibilities and detail-oriented projects; and ability to meet deadlines.

Responsibilities include managing/tracking contracts and manuscripts, handling various aspects of project development, and assisting editors in preparing content for a range of print and online products.

Bachelor’s degree and 1-2 years publishing experience or equivalent is desirable.

About Our Company: M.E. Sharpe, founded in 1958, is an independent publisher of print and electronic reference works, textbooks, handbooks, and journals in the social sciences, international studies, and management fields, serving the college classroom and research/high school/public library markets. For more information about us visit www.mesharpe.com.

Contact: HR Director

E-mail: mmelendez@mesharpe.com

Special Instructions: E-mail cover letter with resume to HR Director, M.E. Sharpe, Inc.

Job # 8801

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