

## Law Editor

### About this Job Opportunity:

The successful applicant will be focusing on editorial functions related to the development and maintenance of Juta's law publications (print and electronic) ensuring that quality, schedules and budgetary requirements are achieved.

**Responsibilities** • Editing of manuscripts (including law commentaries, practitioner titles, compliance titles, journals and student books) • Preparation of manuscript for typesetting and/or electronic publication, as well as proofreading and related functions • Liaison with publishers, editors and production staff • Author liaison on designated publications

**Competencies** • University degree (law subjects advantageous but not essential) • 2 years' relevant editing experience, preferably in a legal environment • Experience in digital publishing advantageous • Good working knowledge of MS Word • Strong written and verbal skills

**Attributes** • Excellent planning, organisation and work management skills • Highest quality orientation and attention to detail • Flexible and able to work to tight deadlines • Able to work independently and as a part of a team

Applicants to submit a brief resume to [wmuller@juta.co.za](mailto:wmuller@juta.co.za) by **Monday, 14 August 2017**.

Should you *not* receive a response within two weeks, kindly consider your application to be unsuccessful. All appointments will be made in line with **Juta's Employment Equity Policy**.

### Job Details

**Employer:** Juta and Company

#### Description:

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### Salary:

**Location:** Western Cape

### Contact Details

**Contact Person:** Waldo Muller

**Contact Number:** 0216592300

**Contact Email:** [wmuller@juta.co.za](mailto:wmuller@juta.co.za)