

Editor

Uhlig LLC is offering an exciting opportunity for talented and motivated individuals interested in working as an Editor.

Job Description:

Successful candidates will develop story ideas related to specific products and target markets; review materials for accuracy and possible legal issues, such as libel or copyright; collaborate with artists in the design of new products; design, write, create, maintain and update technical documentation, including online help, quick reference guides, user guides, design specifications, system manuals, and department training manuals; and edit, standardize or revise material prepared by other writers or coworkers. Our Editors must be independent, self-motivated and highly detail-oriented, with the ability to juggle demanding tasks on deadline and deliver exceptional, consistent results. An individual who is resourceful and energetic with a competitive nature that demands excellence will excel in our environment.

Uhlig LLC is a fast-growing, advanced-technology publishing company specializing in content-rich documents and periodicals that are delivered in web, print and electronic forms. Based on its proprietary, Internet-based software platforms, Uhlig LLC provides products and services to customers throughout North America, and is a national leader in the field of cross-media, variable-content publishing. Ambitious, imaginative individuals who embrace change and enjoy expanding the boundaries of traditional design and communication will thrive in our fast-paced, innovation-centered culture.

Experience:

Candidates must possess a bachelor's degree in English, journalism or a related field and have 2+ years of proven experience or be a recent college graduate with high GPA and excellent referrals. Candidates must be self-starters with first-rate writing, spelling, proofreading, and grammatical skills; professional writing and/or copy editing experience preferred. Our Editors must demonstrate strong organizational and time-management skills, including the ability to handle multiple projects simultaneously, meet tight deadlines and react quickly and smoothly to changes.

We provide a culture that fosters business and professional growth. We work in a modern, high-technology office environment and offer generous opportunities for continuing work-related education and career advancement. EOE

No agency inquiries accepted.

All applicants wishing to apply please send resume, writing samples, salary requirements and cover letter to careers@uhlig.com.