

1. Context	English Editor
2. Organogram	<p>Manager – Content and Curriculum</p> <p>I</p> <p>English Editor – Content and Curriculum</p>
3. Key Objectives	<ul style="list-style-type: none"> • Responsible for editing and proofreading English content, while maintaining meaning and context and keeping end users in mind. • Fact-check articles and ensure the use of proper spelling, grammar, and syntax in outputs. • Create glossaries or term dictionaries
4. Major Deliverables	<p>The major responsibilities are to :</p> <ul style="list-style-type: none"> • read given material and research industry-specific terminology • create industry-specific content based on research • edit and proofread content keeping the flow and consistency of the document in mind • proofread texts for grammar, spelling and punctuation accuracy • edit content with an eye toward maintaining its original format (e.g. font and structure) and meaning • assist in the research of basic content and framework of organization’s modules • working and coordinating with the manager for development and proofreading of various modules, manuals, training tools for prevention programmes or training programmes
5. Job Challenge	<p>Work with multiple teams and coordinate in a fast-paced environment</p> <p>Work under pressure while adhering to the timelines</p>
6. Specialized job competencies	<p>Create basic content in English</p> <p>Demonstrate skills in proofreading and editing lengthy documents.</p>
7. Educational Qualification	Graduation/Post-Graduation in English.
8. Mandatory Experience	Experience in editing and proofreading documents written in English.
9. Other desired attributes	Prior experience of working in an NGO, Ability to work in a closely knit team; inter-personal skills; commitment to time schedules, meticulous, passionate, Should be a stickler for detail and process adherence.
10. Location	Mumbai
11. Salary range	30,000 to 35000

How to apply-

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **contact@pmspl.net.in**