

Position	Job Description -JD	Qualification	Level	Pay Package -Per Annum	Place of Work	Working Time	Nature of employment	Other Benefits	Selection procedure
Editorial Services - Copy editing	<ul style="list-style-type: none"> • Must be able to correct the spellings and grammatical mistakes and enable a free flow of the topic's through the Author's paper • Must be able and capable enough to rewrite a badly written or unclear work. • Ensure the text is in line with the publisher's 'house style' • Good at presentation. • Check facts and raise queries with the author • Must verify the authenticity of the work. • Excellent written communication skills • Proficiency in MS-Office(Word & Excel) 	Category - A - Graduate/PG/M.Phil. - in Science/English/Arts.	Category - A - TR / C01	213000 / 250000	Andheri E, Mumbai	Various Shifts	Full Time	<ul style="list-style-type: none"> • Health Insurance • Gratuity • Company Transport 	<ul style="list-style-type: none"> • Language Test • Personal Interview
Journal Management	<ul style="list-style-type: none"> • Manage end-to-end process of publication of journal articles and issues, i.e., from submission of articles for peer review to final issue publication. • Provide written and verbal reports/feedback on journal performance. • Notify Editorial Production management, Publishing and Editors about problems and/or delays in the Editorial review process and/or Production process. • Suggest and implement means of improvement in end-to-end process. • Ensuring Master copy Production and Master copy Review • Issue Compile/Build up for Production • Ensuring internal coordination and communication • Tracking files through complete process & achieving production and quality milestone. • Responsible for publishing the journal content online as well coordinating with authors & editorial office • Responsiveness to internal teams, maintaining MIS ect 	Category - A - Graduate in science/PG- in Science/ Arts with very good written English language skills Proficiency in Computer is an added advantage	Category - A - TR / C01	213000 / 250000	Andheri E, Mumbai	Various Shifts	Full Time	<ul style="list-style-type: none"> • Health Insurance • Gratuity • Company Transport 	<ul style="list-style-type: none"> • Aptitude Test • Personal Interview
Order Management	<ul style="list-style-type: none"> • Enter order into OMEW system received via various inputs, process orders with all critical information necessary to produce the label to customer's specifications • Reviews orders received for accurate pricing, spelling, and other information • Perform a complete quality evaluation of all work done in prior stages of the entry/processing workflow to ensure that errors are caught as early in the process as possible. • Maintaining the database/MIS of all work performed • Worked as sales or production coordinator in Printing Press/Pre-Press/Process House/Packaging units or any other industries in similar role. • Good English communication skills • Good team working abilities • Good computer knowledge with MS-Office • Keen attention to detail • Ability to read and comprehend simple instructions. Ability to read, interpret and create simple correspondence and memos 	Category - B - Graduate with very good written English language skills Proficiency in Computer is an added advantage	Category - B - TR / C01	213000 / 250000	Andheri E, Mumbai	Various Shifts	Full Time	<ul style="list-style-type: none"> • Health Insurance • Gratuity • Company Transport 	<ul style="list-style-type: none"> • Aptitude Test • Personal Interview
Technical Editing	<ul style="list-style-type: none"> • Check spelling and style are correct and consistent • Ensure the text matches the original • Look for page numbers, headings and captions are correct • Check Photos and illustrations are correctly captioned. • Check for chapter headings and match with the contents table • Check the page as a whole, ensure it logically arranged and look pleasing. • Read copy in order to detect and mark (or correct) any grammatical, typographical, or compositional errors. • Proficiency in MS-Office(Word & Excel) 	Category - B - Graduate in science/Arts with very good written English language skills Proficiency in Computer is an added advantage	Category - B - TR / C01	213000 / 250000	Andheri E, Mumbai	Various Shifts	Full Time	<ul style="list-style-type: none"> • Health Insurance • Gratuity • Company Transport 	<ul style="list-style-type: none"> • Aptitude Test • Personal Interview

XML	<ul style="list-style-type: none"> • Browsing & Tagging the XML files & following client specifications. • Facilitate this process by coding and delivering files prior to composition or copyediting. • Executing quality checks on the file. • Tracking/Prioritizing and ensuring timely deliveries. • Verifying for the completeness of input material and project information. • Updating the package, executing client supplied tool. • Imparting training, providing regular feedback to the team members, responding to their query immediately. • Following up with vendor for the job. • Documenting customer specification& feedback. Sending queries to customer. 	Category - B - Graduate in science/Arts with very good written English language skills Proficiency in Computer is an added advantage	Category - B - TR / C01	213000 / 250000	Andheri E, Mumbai	Various Shifts	Full Time	<ul style="list-style-type: none"> • Health Insurance • Gratuity • Company Transport 	<ul style="list-style-type: none"> • Aptitude Test • Personal Interview
Graphics	<ul style="list-style-type: none"> • Process artwork of various, journals, books, labels in Adobe Illustrator, Photoshop • Execute the correction • Process Advertisement • Process covers • Quality checking • Update the MIS report • Achieve daily milestone in production 	Category - B - Graduate in science/Arts with very good written English language skills Proficiency in Computer is an added advantage	Category - B - TR / C01	213000 / 250000	Andheri E, Mumbai	Various Shifts	Full Time	<ul style="list-style-type: none"> • Health Insurance • Gratuity • Company Transport 	<ul style="list-style-type: none"> • Aptitude Test • Personal Interview

