



Law Editor

Reporting to: Senior Editor, General Law

Location: Claremont

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

Responsibilities

- Assessing and editing of manuscripts
- 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
- Liaison with other Juta departments

Competencies

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

Attributes

- Excellent planning, organization and work management skills
- Highest quality orientation and attention to detail
- Flexible and ability to work to tight deadlines
- Ability to work independently and as a part of a team

We offer a competitive and market related remuneration package, commensurate with experience. To apply, please email your letter of application and CV to wmuller@juta.co.za by 10 October 2014. This appointment will be made in line with Juta's employment equity plan. Should you not receive a response by 25 October 2014, please consider your application to be unsuccessful.

Juta and Company (Pty) Ltd Directors:
Dr E Links (Chairman), Prof JD Volmink, LR du Toit (CEO), Al van Niekerk,
IAJ de Villiers (Financial Director), D Mtshali (Company Secretary)

1st Floor, Sunclare Building, 21 Dreyer Street, Claremont, 7708
Docex Number DX 326 Cape Town, Tel: +27 21 659 2300, Fax: +27 21 659 2360

Website: www.juta.co.za, Email: cserv@juta.co.za
Juta and Company (Pty) Ltd, REG. NO. 1919/001312/06, VAT REG. NO. 4520113319

