



## **Proofreader in Law Division (Fixed-term position)**

**Reporting to: Senior Editor, General Law**

**Location: Claremont**

The successful applicant will focus on proofreading of Juta's print and electronic law publications aiding the achievement of quality, schedule and budgetary requirements.

### **Responsibilities**

- Checking and correcting spelling, grammatical and typographical errors, as well as styling of sources, case names and Act numbers/years
- Ensuring correct page numbering, heading-level styles and headers/footers
- Checking Filing & Key of loose-leaf subscriber publications
- Liaison with publishers, editors, production staff and authors

### **Competencies**

- University degree (law subjects advantageous but not essential)
- 2 years' relevant proofreading 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 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](mailto: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.***

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**Juta and Company (Pty) Ltd Directors:**  
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