



## **Law Editor**

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

**Location: Claremont, Cape Town**

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

### **Responsibilities**

- Editing of manuscripts (including law commentaries, journals and student books)
- 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 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 able to work to tight deadlines
- Able 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 14 July 2015. Should you not receive a response by 31 July 2015, please consider your application to be unsuccessful.*