

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-495-2021
Company Name	Hachette-Antoine
Industry	Books publishing-Retail
Vacancy	Arabic Book Editor
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Permanent
Major(s)	Translation, Arabic literature, English literature, Communication, Journalism
Degree	Bachelor
Years of Experience	none
Location	Beirut/Mkaless
Remuneration & Benefits	
Tasks & Responsibilities	<p>The book editor will copyedit and proofread an assortment of Arabic titles. The role requires involvement in all the editorial process needed to take place before publishing. The ideal candidate should have a love for books and should demonstrate multi-language copyediting and proofreading skills. Beyond an expert knowledge of grammar, spelling, and usage, this position requires persistent attention to detail, an ear for language and narrative voice, and strong collaboration skills.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Acquiring manuscripts for review • Working with the authors to develop content in keeping with the publication's style and editorial policy • Ensuring consistency of style and accuracy of spelling, grammar, and punctuation for both English-language and Arabic-language books and related materials • Proofreading covers and contents of books, and verifying accuracy of book information at every stage • Maintaining good working relationships with authors and key staff such as graphics artists and marketing personnel • Keeping track of scheduled dates to ensure publication on time • Reviewing online content