

## **Administrative Assistant – Copy Editor**

**Purpose of Job:** To create RAVING customers through provision of excellent customer service within our Dutton office location. Working with high energy National Health and Disability Organization providing sustainable solutions for employees and employers across Canada.

Copy editors are responsible for reviewing content for reports and other written materials. These editors must ensure that materials are factually accurate and free of spelling and grammatical errors; they may also have to work with others within the company to resolve errors and ensure materials are ready for publication. Copy editors also need to make sure that materials fit within the tone, style and perspective of our organization. Copy editors often need to work within tight deadlines, and they must be able to manage multiple tasks and prioritize assignments to ensure that all tasks are completed promptly.

### **Copy Editor Tasks**

- Correct grammar and spelling.
- Check documents and other items for readability, style, and agreement with editorial policy.
- Check text to ensure copy is well written and logically structured.
- Check facts and ask questions to the author.
- Ensure that text agrees with the approved style.
- Meet reporting deadlines
- Respond to phone calls and email requests from customers, subcontractors and clients.
- Support referral process management and coordination.
- Follow regulatory guidelines for documentation, file management and professional document management, encryption, password protection.
- Work collaboratively with the office team, customers and subcontractors.

### **Required Skills:**

- A bachelor's degree in journalism, English or another relevant field or administrative assistant training.
- Copy editors must pay close attention to detail, work quickly and effectively, and be proficient with the software used by our company to copy edit materials.
- Work with Professional Microsoft Office 365, Word, Excel, PowerPoint, Adobe PDF.
- Exceptional time management, organizational skills and attention to detail.
- Professional communication both verbally and in writing.

- Ability to manage a fast paced, high workload environment with time management, patience and mindfulness of our customer's needs.
- Ability to work with a team of high energy positive focused professionals.
- Ability to problem solve and create new solutions for growing organization.
- Bilingual capabilities an asset

**Hours:** available to work up to 5 days a week, 9:00 am – 5:00 pm within the Dutton Office

Position is a contract temporary position to cover for a maternity leave starting in February/March 2019.

#### KPIs

- Report turnarounds
- Quality of report editing – ensure following regulatory standards, spelling, grammar
- Management of client files to regulatory standards

Send resumes to [gowanhealth@gowanhealth.com](mailto:gowanhealth@gowanhealth.com)