Solomon Page Group

Title: Indexer/Copywriter Contractor

Location: Newark, NJ

Job Type: Full-Time (Entry Level)

Compensation Type: Hourly

Start Date: ASAP  End Date: 3/31/2017

Job Description:

The Indexer/Copyeditor Contractor works as part of a team that accurately creates, enters, edits, and maintains product information elements (metadata) for all products. The Indexer/Copyeditor Contractor focuses on ensuring completeness, accuracy, and suitability of all metadata. The Indexer/Copyeditor Contractor is also an energetic and creative troubleshooter who works with a wide variety of people regarding all issues related to content.

The ideal candidate should be an avid consumer of media, including books/periodicals (audio and digital reader), websites, blogs, and other digital content sources. He/she is also a self-starter with impeccable organizational and analytical skills, a confident and upbeat communicator via written and verbal business communication skills, highly organized and detail oriented, and able to thrive in a high-energy entrepreneurial environment. Previous proofreading and/or copy editing experience would be valuable.

Primary Responsibilities:

PRODUCT METADATA INDEXING AND COPY EDITING: The Indexer/Copyeditor Contractor proofreads and fact checks all product descriptions and supporting information prior to releasing a product to be published to marketplaces. Key elements such as a product's price, on-sale date, territory rights, availability, provider, royalty earner, and all taxonomy elements are top priority areas of review.

The Indexer/Copyeditor Contractor also provides QA for client style in product descriptions, data consistency, and related product linking for all product metadata. The Indexer/Copyeditor Contractor needs to meet daily copy editing quotas and complete prioritized processing requests.

EDITORIAL: Indexer/Copyeditor may need to research, edit, rewrite, or occasionally create descriptions for products. The Indexer/Copy Editor may need to research and assemble positive product review “blurbs” to be added to product descriptions.
Qualifications:

- B.A/B.S. or equivalent degree, preferably in Humanities
- Editorial experience preparing online content
- Proofreading experience; copy editing experience a plus
- Familiarity with basic HTML formatting
- Working knowledge of database concepts (including Excel skills) and best practices
- Demonstrated multi-tasking and problem-solving skills in a fast-paced, time sensitive environment
- Demonstrated ability to work with a wide variety of people
- Demonstrated focused attention to detail
- Highly organized
- Technical proficiency in Windows operating environment

Application Instructions:

Submit updated resume, availability, hourly rate to jgrimes@solomonpage.com.

Compensation/Benefits:

- Hourly rate of pay + overtime
- Medical Benefits
- Dental Benefits
- Vision Insurance
- Term Life Insurance
- 401K Retirement Plan with company match
- Paid Time Off (PTO) Vacation, Personal and Sick Days