

JOB DESCRIPTION

Position: Editor

Organization: Schroeder Measurement Technologies, Inc. (SMT)
Dunedin, Florida
www.smttest.com

Role & Responsibilities:

As a member of the Research and Development Team, the Editor is responsible for reviewing examination documents, reports, and other materials, including computer based tests, for compliance to general writing and SMT standards. The position relies on experience with proofreading and editing documents, proficiency in Microsoft Word and Excel, and solid general computer skills. Ability to work independently and prioritize assignments is essential. Editors are responsible for managing their time in order to meet deadlines, shift priorities as deadlines change, and provide support to other members of the department as needed. Reports to the Managing Editor.

Key Performance Areas:

1. Accurately proofread and correct examination documents and reports
2. Effectively communicate with supervisor, test developers, and other company personnel
3. Proactively provide input regarding the improvement of quality control procedures

Job Tasks:

- Proofread for consistency between products and source documents
- Utilize grammar, syntax, and punctuation skills to edit examinations and reports
- Propose and assist with the development and refinement of quality control procedures
- Adhere to deadlines
- Communicate with supervisors and test developers to ensure that obligations and expectations are met
- Assist with other department projects as needed
- Work occasional weekends or extended hours as required